

## STATEMENT OF PURPOSE

### Locations:

**Lydia House,**  
1 & 2 Hillside,  
Greystones,  
Co. Wicklow.

**Blake House,**  
Black Lion,  
Greystones,  
Co. Wicklow.

**52 Applewood Heights,**  
Greystones,  
Co. Wicklow.

### Registered Provider:

**Revision No. 12, 1st February 2024**

Mr Stuart Ferguson,  
Chair,  
Peacehaven Trust CLG,  
1 and 2 Hillside,  
Greystones,  
Co. Wicklow.

Phone: 01 9101338 Office

Email: [admin@peacehaventrust.com](mailto:admin@peacehaventrust.com)

Website: [www.peacehaventrust.com](http://www.peacehaventrust.com)

### Persons Participating in Management:

Caroline Yeomans: 048 90417234 [cyeomans@pcisocialwitness.org](mailto:cyeomans@pcisocialwitness.org)

### Person in Charge:

Michael Williams

Phones: 01-9101338 (main office) or 087-9573227

Email: [michaelwilliams@peacehaventrust.com](mailto:michaelwilliams@peacehaventrust.com)

### Alternative persons involved in management when Michael Williams is absent are:

**Salome Murphy** 01-2871450 [salome@peacehaventrust.com](mailto:salome@peacehaventrust.com)

**Sean Kelly** 01-2017933 [sean@peacehaventrust.com](mailto:sean@peacehaventrust.com)

**Graham Egan** 01- 2875977 [graham@peacehaventrust.com](mailto:graham@peacehaventrust.com)

**One of the above members of the Management Team will be contactable at all times.**

**Registration Details:**

Registration Number: REG - 0034915

Date of registration: 1<sup>st</sup> October 2021

Expiry date of registration: 30<sup>th</sup> September 2024

See Appendix 1

**Conditions attached by the chief inspector to the designated centre's registration:**

Condition 1

Subject to any prohibitions or restrictions contained in any other condition(s), the designated centre shall be operated at all times in accordance with the Statement of Purpose within the footprint of the designated centre on the floor plan dated 31/03/2021. The registered provider shall only provide for the specific care and support needs, and services, within the facilities as set out the Statement of Purpose, as agreed with the Chief Inspector at the time of registration. Any changes to the specific care and support needs and services must be agreed in advance with the Chief Inspector.

Condition 2

Only persons aged 18 years or older shall be accommodated at the designated centre at any time.

Condition 3

The maximum number of persons that may be accommodated at the designated centre is: 17.

**Aim:** Peacehaven Trust aims to provide person centred residential social care supports for adults with intellectual disabilities (mild and moderate) where residents are valued, supported to reach their highest level of self-determined independence, and cared for within a safe and enabling environment which promotes safeguarding, health and wellbeing. The aim is to support each individual resident physically, socially, emotionally and spiritually, while respecting their dignity and unique individuality.

**Objectives:** Peacehaven Trust provides best practice standard of excellence in care and support in accordance with evidence based best practice, to

provide a living environment that ensures that residents live in comfortable, clean and safe settings and to encourage and support each person to reach their full potential.

**Ethos:** Lydia Cochran and Dorothy Blake opened the doors of Peacehaven in 1980 to provide residential social care within the community of Greystones.

They wanted to provide family style living for vulnerable adults and support their independent living. This vision found its direction and encouragement in the Hebrew prophet Isaiah, who wrote of God's promise that;

“My people will live in peaceful dwelling places,  
in secure homes, in undisturbed places of rest”

This relationship of family and faith in God's providence gave us the heritage of the particular ethos that is Peacehaven Trust.

We are now a continually improving and developing organisation, responding to the highest contemporary professional standards. These are measured by HIQA so we are transparently accountable, openly recording errors and committed to remedy shortcomings through continuous professional development of our qualified staff.

Each person living in Peacehaven Trust has their own religious beliefs and their personal view of the world. Our shared humanity, citizenship rights, rights of social inclusion and freedom to develop positive relationships are supported here by Peacehaven Trust's core belief that;

“The fruit of the Spirit is love, joy, peace, patience, kindness,  
goodness, faithfulness, gentleness and self-control.”  
Galatians 5:22-23

Commitment to this ethos promotes true safeguarding and person-centred care to enable development of the whole person and supports their integration within our local community – in fulfilment of the original vision – our ethos of practical Christian care and love.

**Facilities provided:** Peacehaven Trust, provides full-time residential support and care for up to 17 adults with mild or moderate intellectual disabilities. 6 places in Lydia House, 6 places in Blake House and 5 places in Applewood Heights. Each resident has their own bedroom (with en-suite) and has access to communal rooms including a choice of sitting area, kitchen, laundry rooms, gardens, private spaces, adequate storage, waste disposal, and private transport.

**Services to be provided:** Peacehaven Trust CLG provides care and support for the residents as required within the context of a 24/7 residential service. Individual support for each resident includes enabling in areas of health, finance, communication, community involvement, spiritual support, friendships, travel and leisure. Staff are fully trained in Person Centred Planning, Positive Behaviour Support, Safeguarding of Vulnerable Adults, Children First, First Aid Responder, Infection Prevention Control, Fire Safety, Safe Administration of Medications, Infection Control, Food and Nutrition, and Report Writing, and more.

Peacehaven Trust either provides or ensures access to all medical supports, ancillary supports, gardening services, maintenance services, housekeeping services, Medication training for residents, Employment services, Day services, Local churches, Recreation and Transport.

**What criteria are used for admission to the designated centre, including the designated centre’s policy and procedures (if any) for emergency?**

Peacehaven Trust has a detailed referrals, admissions, transfer and discharge policy which details the procedure for each of these situations. Peacehaven Trust only seek referrals from HSE area CHO6.

The policy is available on our website.

Admissions, transfers and discharge are made on a planned basis. In emergency situations people involved will be provided with as much information as possible and supported to make informed decisions. Where possible residents and their representatives will be asked for their preferences in the event of emergency scenarios to guide staff and emergency services decisions.

Respite care is not offered in any location.

**Accommodation in Peacehaven Trust is intended for:**

House	Age Range	Gender	Number	Facilities
Lydia House	18 -101	M & F	6	Residential Support Services
Blake House	18-101	M & F	6	Residential Support Services
Applewood Heights	18 -101	M & F	5	Residential Support Services

**17 adults in total in Peacehaven Trust**

**A description (either in narrative form or a floor plan) of the rooms in the designated centre including their size and primary function?**

Floor Maps are provided as Appendix 2 .

**Are there any separate facilities for day care?**

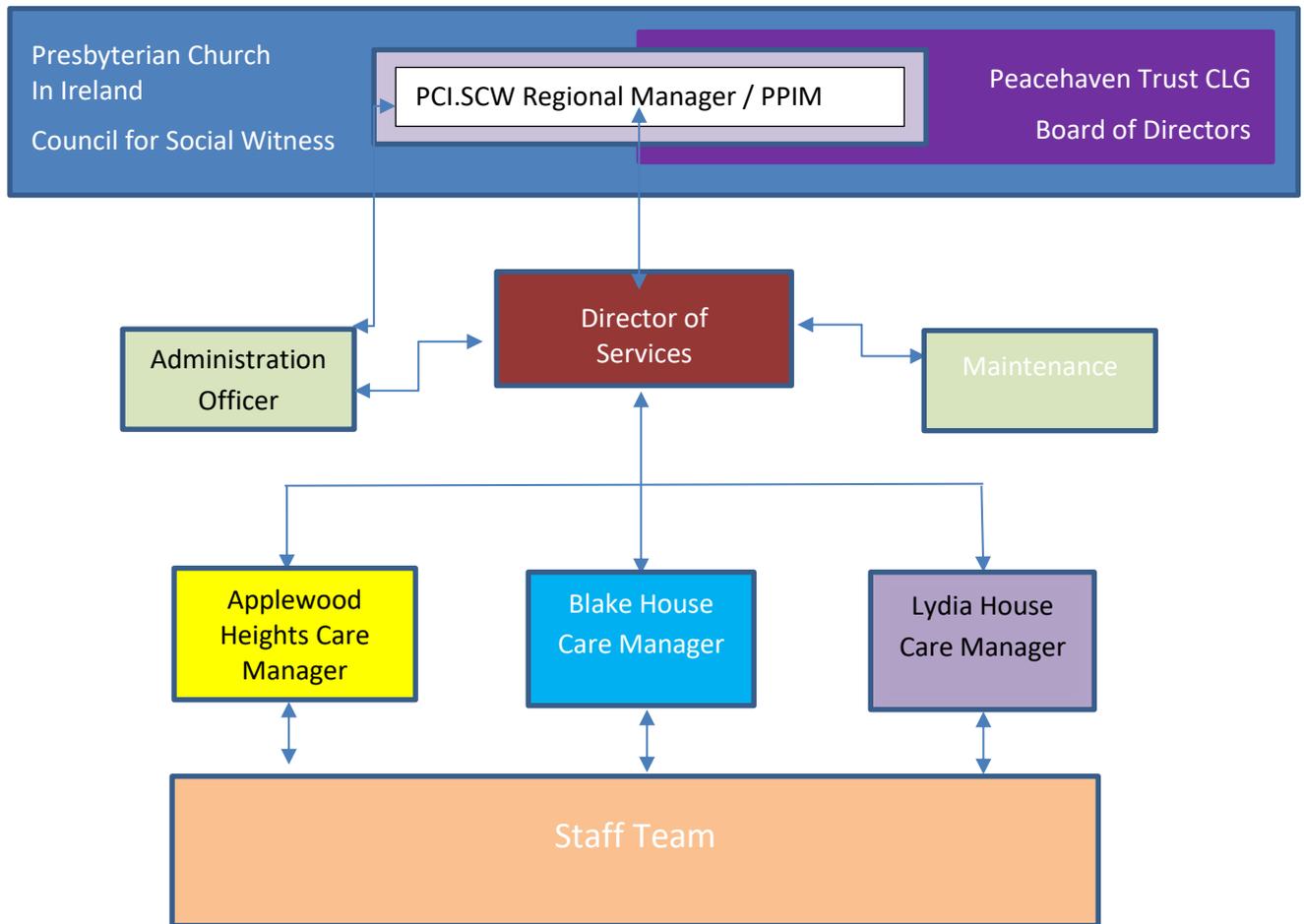
Peacehaven Trust does not operate day services; though will provide 24/7 care in Lydia house and Blake House for retired or otherwise assessed residents who require such support.

Residents are supported to attend Day Services should they wish to attend; or with appropriate assessment can remain home with or without staff support.

**Total Staffing Details:** The following relates to the total staff team in Peacehaven as it is one designated centre. Staff could be required to work in any house; each Care Manager has an active role in all houses.

<u>Position</u>	<u>No. Employed</u>	<u>Whole Time Equivalent</u>
Director of Services	1	1
Administration Officer	1	0.6
Care Managers	3	1.5
Social Care Workers	22	13.0
Relief posts	6	1.1
Maintenance	1	0.3

**Organisational Structure:**



**Arrangements for dealing with reviews and development of the Resident's individualised personal plan:**

Each resident has a Personal Care Plan (PCP) which is developed with the resident and their keyworker under the supervision of the Care Manager and revised no less than yearly. This will identify the resident's goals for the year ahead.

Each resident has a key working session every 6 weeks which provides a defined time to interact with the resident and review and update the PCP/goals as necessary or desired. This is done more often if needed. The plan is readily available to the resident as it is worked in consultation with them.

The resident's care plan is written with consultation with the resident, their representative and other relevant professionals. The plan is divided into 22

separate titles (minimum), each title includes an assessment of the resident's abilities and needs.

### **Specific Care and Support Needs:**

The centre provides 24/7 residential care and support for residents with low to medium support requirements, assisting them in their day-to-day living. Peacehaven Trust actively supports each resident in their choice of activity and lifestyle. Peacehaven Trust employs Social Care Staff and Health Care Assistants. Peacehaven Trust does not provide nursing care; at a point where a resident may require the specialised services of a nursing home, Peacehaven Trust will liaise with the HSE and assist in every way they can to source a nursing home to meet the changed needs of that resident, provide as planned an supportive transition plan as possible and maintain contact with them for as long as possible.

Residents are supported each year to create a Person-Centred Plan, A Composite Health Plan, 22 Care Plans and staff evaluate this with relevant Risk Assessments, and other associated plans and documents. This is overseen by a Care Manager.

### **Specific Therapeutic Techniques used in the centre:**

Staff are trained to support residents with Epilepsy. Other therapies are provided by external therapists only – when needed staff will support residents to access these in a timely manner. Staff will assist the resident to understand what that therapist says, and what that therapist is asking the resident to do. Peacehaven Trust will endeavour to provide training in conjunction with specialist therapies as the need arises.

### **Arrangements for respecting the privacy and dignity of residents:**

Each resident has their own bedroom and en-suite.

Staff do not enter a resident's bedroom without their permission and without first knocking.

Personal caregiving and administering of treatments prescribed by medical personnel are done with the permission of a resident and in a respectful and dignified manner according to their personal preferences. Personal Intimate care plans are written as required.

Residents have access to phones, mail and visitors within a private space as they may require.

Residents are encouraged to be as independent and autonomous as possible - with staff being sensitive to, and supportive of whatever assistance the resident may need to achieve this.

Each resident has control over their personal belongings and they live in an environment where each person must respect the personal belongings of others also.

Residents are always consulted in a way which honours their dignity and shows them respect. They are encouraged to participate in aspects of their own care, health, hygiene and household matters in a way that respects them and upholds their dignity.

Staff and residents are required to communicate with each other in a respectful way at all times.

Peacehaven Trust has a Confidentiality policy. Staff sign a Confidentiality Agreement, as part of their employment conditions.

Peacehaven Trust operates a 'Restrictive Interventions Review Committee (RIRC)', which oversees any restrictive practice being operated within Peacehaven Trust (which may contradict the above statements), and are in place for safety, protection and the welfare of the resident. The RIRC committee has an independent legal member, parental reps and experienced staff. All staff are bound by the decision of the RIRC and must follow their directions accordingly. Staff cannot commence a Restrictive Practice without RIRC approval.

At end of life residents are afforded the highest possible level of dignity and respect, with respect to their medical condition. Staff will work cooperatively with family, friends and medical care (e.g. Palliative care) to provide continuous support and best care for the resident as they experience their last days.

### **Arrangements for residents to engage in social activities, hobbies and leisure interests:**

Arrangements are made by management and staff to support each resident to engage as they wish in social activities and in their chosen hobbies and leisure pursuits. Such activities may be limited by external factors such as a pandemic and consequent national restrictions.

Family and friends come to visit.

Staff roster arrangements are made to maximise staff presence during identified times of preferred social and recreational opportunities.

**Arrangements for access to education, training & employment:**

Any resident wishing to access education, training and employment will be fully supported to do so. The specific goals in relation to this are identified in the resident's care plan.

**Arrangements for consultation with & participation of residents in the operation of the centre:**

Residents are informed of their right of inclusion in the operation of their house. Residents attend house meetings and may be invited for portions of staff meetings where appropriate for input.

The residents participate in planning menus, shopping and a variety of household chores, within their capacity.

House meetings are held monthly in which residents are encouraged to raise issues of interest and/or concern.

An advocacy group exists to promote issues and concerns identified by a resident or a resident group – to the management of Peacehaven Trust.

Each resident plans their own birthday party annually with the assistance of their keyworker, and they choose whom they wish to invite. They also participate in organising Christmas parties etc. and decide who is invited to these also.

Residents are consulted on major structural projects, such as renovations or rebuilding projects.

**Arrangements to attend religious services of choice:**

Each resident is supported and encouraged to attend the faith service of their choice (or none) and transport is provided where required and available. A member of staff will attend with the resident to assist with communication as required and when possible. There are staff cover arrangements where required for residents not wishing to attend a religious service, as assessments require.

Where a resident cannot attend a faith service, Peacehaven Trust will endeavour to arrange for pastoral visits from the relevant clergy or appointments persons of that faith community.

**Arrangements for contact between residents and their relatives, friends, carers, representatives and the local community:**

A private lounge area is available for the residents to meet with visitors in private as they wish. There are normally no restrictions on visiting times – a pandemic scenario or other national restrictions may limit this ability.

Residents have full access to the house telephones (Land Line and mobile). Residents have access to Wi-Fi and Skype.

Birthday and Christmas parties are held through the year and residents invite family and friends to these as they choose. They also invite people to join them for tea and meals at other times and occasions as they wish.

Community participation is encouraged and the information in relation to this for each resident is recorded in more detail on their individual care plan.

Friendships are nurtured and created where possible and more detail is included individually for each person in their care plan. Residents are assisted with travel plans to visit family outside of Ireland; travelling by plane or boat.

Residents are also assisted and encouraged to make any visits or trips outside of their home that they may wish to make.

**Arrangements for dealing with complaints:**

Each resident has a copy of the Complaints Procedure Booklet for Residents (latest revision Jan 2024). This details the line of complaint, and the monitoring of the complaint process.

The booklet contains an outline of the following:

Peacehaven Mission Statement

What is a complaint?

What do I do first?

What to do if I am still unhappy

What to do if Managers and Chair of the Board can't help

Contact details for the Ombudsman

A section for the resident to record details of the complaint

Complaint submission forms

### **Fire precautions and associated emergency procedures:**

All residents are familiar with, and participate in, regular unannounced fire drills carried out at six monthly intervals, at various times: one day-time/ waking fire drill (summer) and one simulated sleep fire drill in hours of darkness (winter). Fire extinguishers are serviced annually. Fire Alarms are serviced quarterly. All exits are kept clear at all times.

Each individual has a PEEP (Personal Evacuation and Emergency Plan) which is reviewed on an annual basis.

There is an evacuation plan in each location.

There is a safety statement in each location.

All staff have undergone training in fire safety.

### **Key Policies include:**

Accident Incident Reporting System
Admission Policy
Advance Health Care Directive Policy
Alcohol and Illegal Drugs Policy
Bereavement Support Policy
Board Conflict of Interest Policy
Child Protection Policy
Code of Conduct for Charity Trustees
Communication with Residents, Relatives, Staff, Council for Social Witness and Others.
Complaints Procedure
Computer Usage Policy
Confidentiality and Privacy Policy
Dementia Guide
Dealing with Covid-19 in the Workplace
Dress Code Policy
Emergency Plans AW, BH & LH
Employee Handbook
Employee Payments Policy
Equality and Diversity Policy
Finance Policy
Fire Procedure for Safe Evacuation
Food Nutrition and Food Safety Policy
General Data Protection Policy
Harassment, Sexual Harrassment, Bullying, Victimisation Policy
Infection Control Policy
Intimate Care Policy & Procedures
Key Working General Guidelines
Lone Worker Policy

Maintenance Policy
Manual and Person Handling
Medication Management
Missing Persons Policy and Procedures
Motoring Policy
Open Disclosure
PCI/Peacehaven Ethos
PCI/Peacehaven Mission Statement
PCI/Peacehaven Rules for Contractors
PCI/Peacehaven Philosophy of Service
Positive Behavioural Support Policy
Provision of Information to Residents
Record Keeping - creation, access, retention, maintenance and destruction of records.
Recruitment, Selection and Garda Vetting
Residents Access to Education
Residents Contracts and Agreements Policy
Residents Holiday Policy
Residents Personal Property, Finances and Possessions Policy
Residents Support for Church Attendance Policy
Restraint and Restrictive Practices Policy
Risk Management and Emergency Planning Policy
Safeguarding Vulnerable Adults Policy
Safety Statements AW, BH & LH
Smoking Policy
Social Media Usage Policy
Staff Educational Assistance Policy
Staff Immunisation Policy
Staff Leave Policy
Staff Training Policy
Student Work Experience Policy
Suicide Intention Safety Plan - Guidelines for disclosure of suicidal intent.
Supervision Policy
Supportive & Assistive Aids & Technology Policy Including CCTV
Temporary Absence and Discharge of Residents
Trust in Care Policy
Visitors Policy
Volunteers Policy

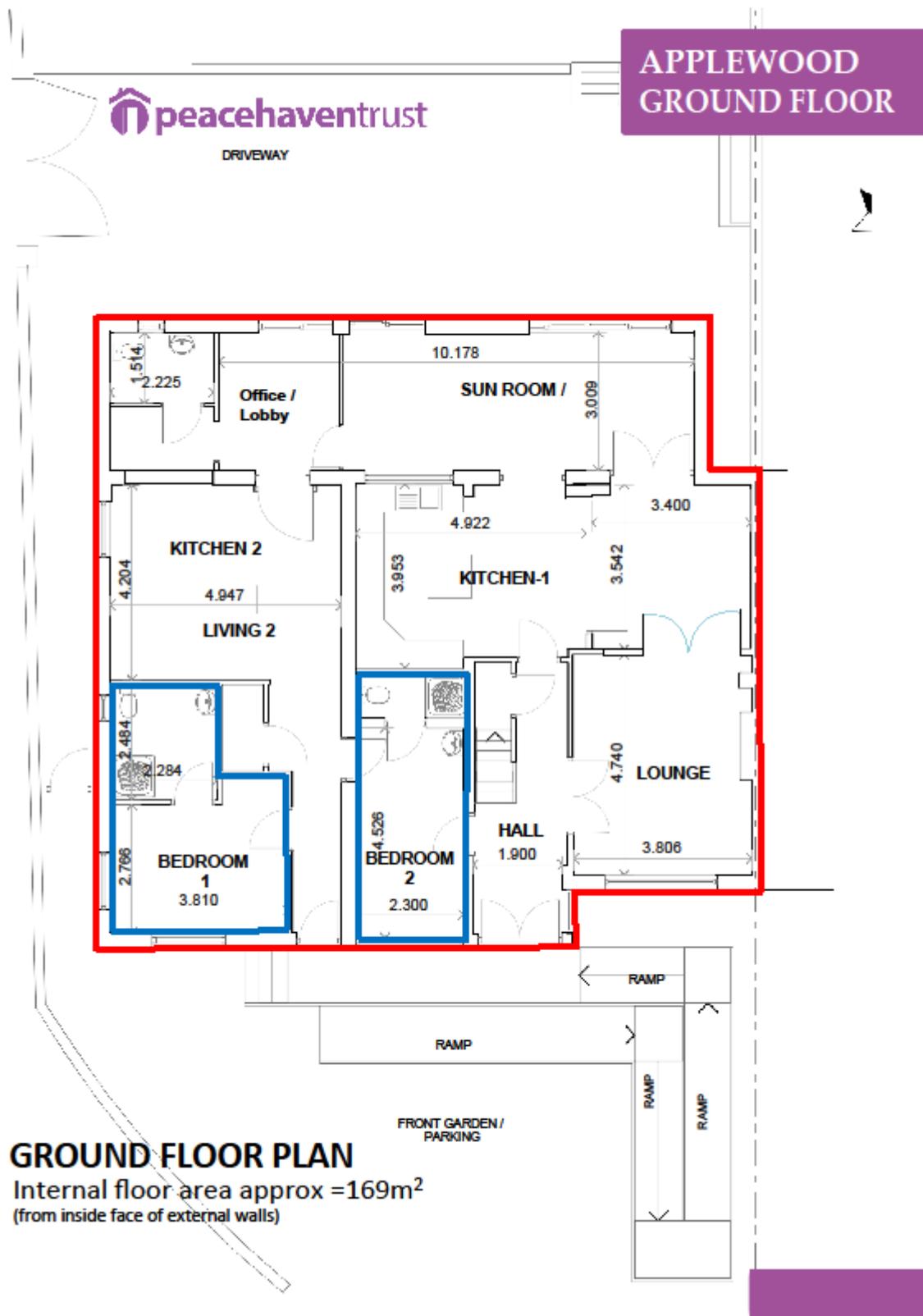
## APPENDICES

### Appendix 1: Certificate of Registration

<h1><b>Certificate of Registration</b></h1>		 <b>Health Information and Quality Authority</b> An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte
<h2><b>Section 50 of the Health Act 2007</b></h2>		
<b>Name of designated centre:</b> Peacehaven Trust		
<b>Telephone number:</b> 01 910 1338		
<b>Address:</b> Peacehaven Trust CLG, 1 & 2 Hillside, Greystones, Wicklow		
<b>Registered provider:</b> Peacehaven Trust CLG		
<b>Telephone number:</b> 01 910 1338		
<b>Address:</b> 1 & 2 Hillside, Greystones, Wicklow		
<b>Centre ID:</b> OSV-0003690	<b>Registration Number:</b> REG-0034915	
<b>Date of Registration:</b> 01 October 2021	<b>Expiry Date:</b> 30 September 2024	
<p>This to certify that <b>Peacehaven Trust</b> is registered with the Office of the Chief Inspector of Social Services as a designated centre for the period noted above, with <b>Peacehaven Trust CLG</b> as its registered provider and subject to the conditions of registration, specified below.</p>		
<b>Management of the centre:</b>		
<b>Person(s) in charge name and telephone number:</b> (Adrian) Michael Williams - 01 910 1338		
<b>Name and position of each person participating in management:</b> Caroline Yeomans - Head of Disability Services		
<b>The maximum number of residents that can be accommodated at the centre is 17.</b>		
<b>Conditions of registration:</b>		
Condition 1 Subject to any prohibitions or restrictions contained in any other condition(s), the designated centre shall be operated at all times in accordance with the Statement of Purpose within the footprint of the designated centre on the floor plan dated 31/03/2021. The registered provider shall only provide for the specific care and support needs, and services, within the facilities as set out the Statement of Purpose, as agreed with the Chief Inspector at the time of registration. Any changes to the specific care and support needs and services provided must be agreed in advance with the Chief Inspector.		
Condition 2 Only persons aged 18 years or older shall be accommodated at the designated centre at any time.		
Condition 3 The maximum number of persons that may be accommodated at the designated centre is: 17.		
<b>Pursuant to Section 56 of the Health Act 2007, the Registered Provider must ensure that this Certificate is affixed in a conspicuous place at the centre.</b>		
Issued by the: <b>Office of the Chief Inspector</b> Health Information and Quality Authority Unit 1301, City Gate, Mahon, Cork, T12 Y2XT. Telephone: 021 240 9300 <a href="http://www.hiqa.ie">www.hiqa.ie</a>		

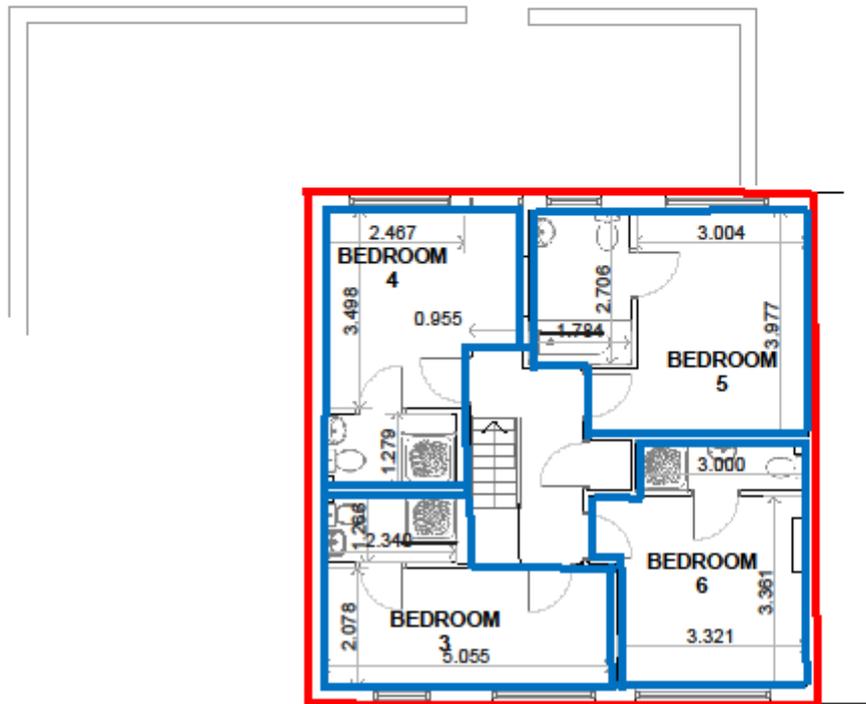
Maximum number of residents that will be accommodated at the centre is 17 (this refers to number of registered beds applied for by applicant)

Appendix 2: Floor plans of each building in the designated centre.





APPLEWOOD  
FIRST FLOOR

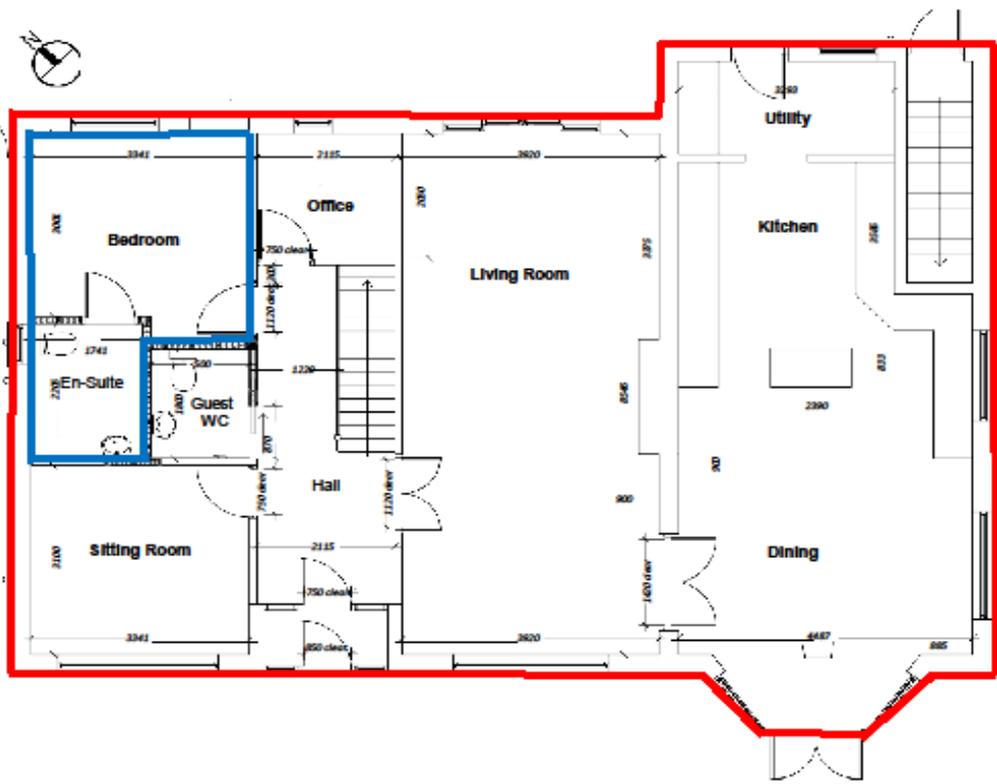
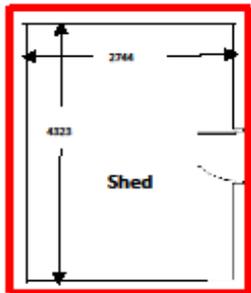


**FIRST FLOOR PLAN**

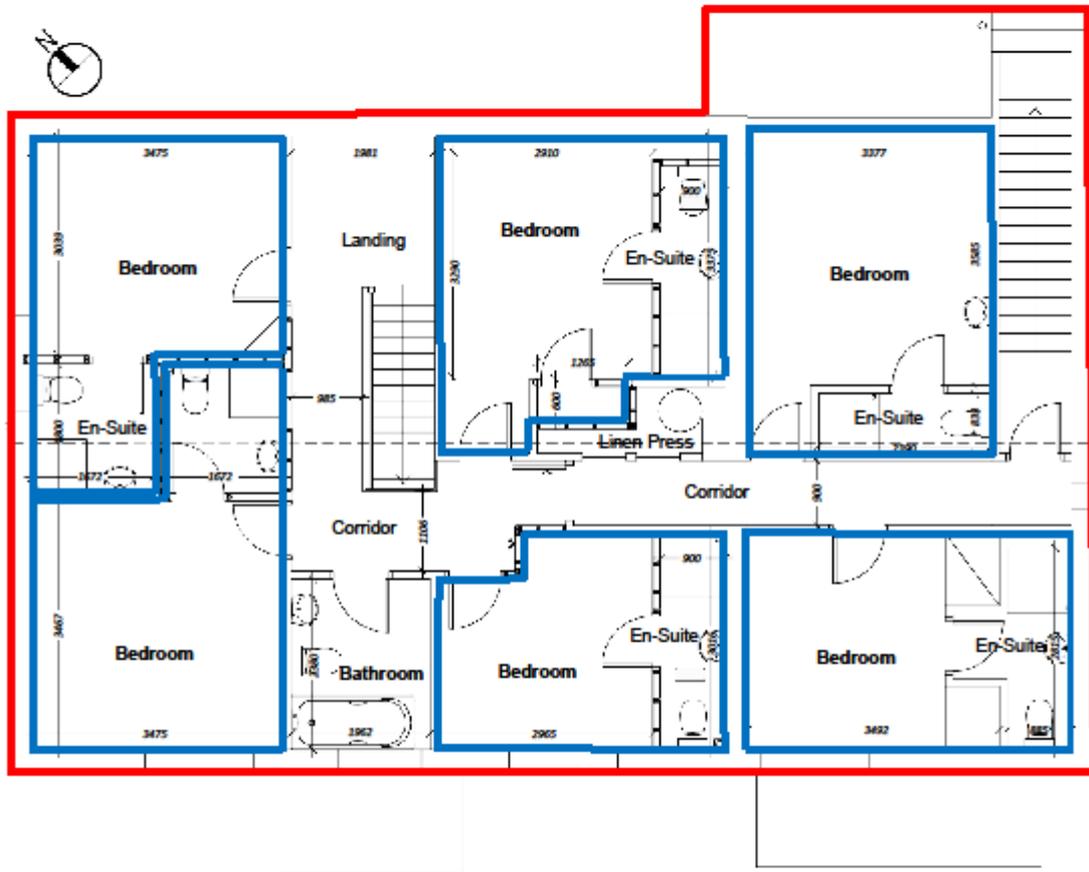
Internal floor area approx = 71m<sup>2</sup>  
(from inside face of external walls)

Feb 2021

**BLAKE HOUSE  
GROUND FLOOR**

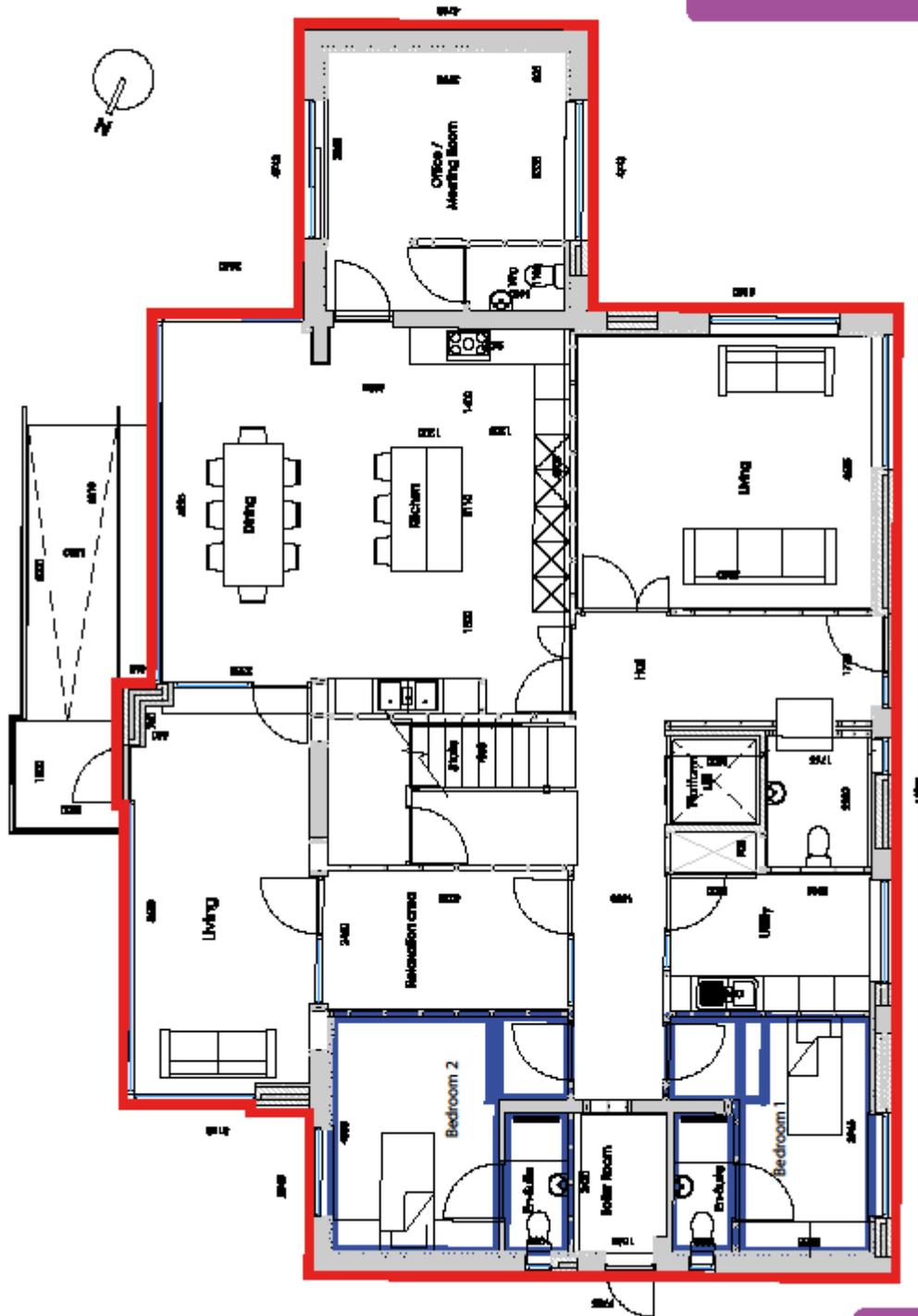


**BLAKEHOUSE  
FIRST FLOOR**



**Feb  
2021**

LYDIA HOUSE  
GROUND FLOOR



Ground Floor Plan

FIG 3 A

LYDIA HOUSE  
FIRST FLOOR

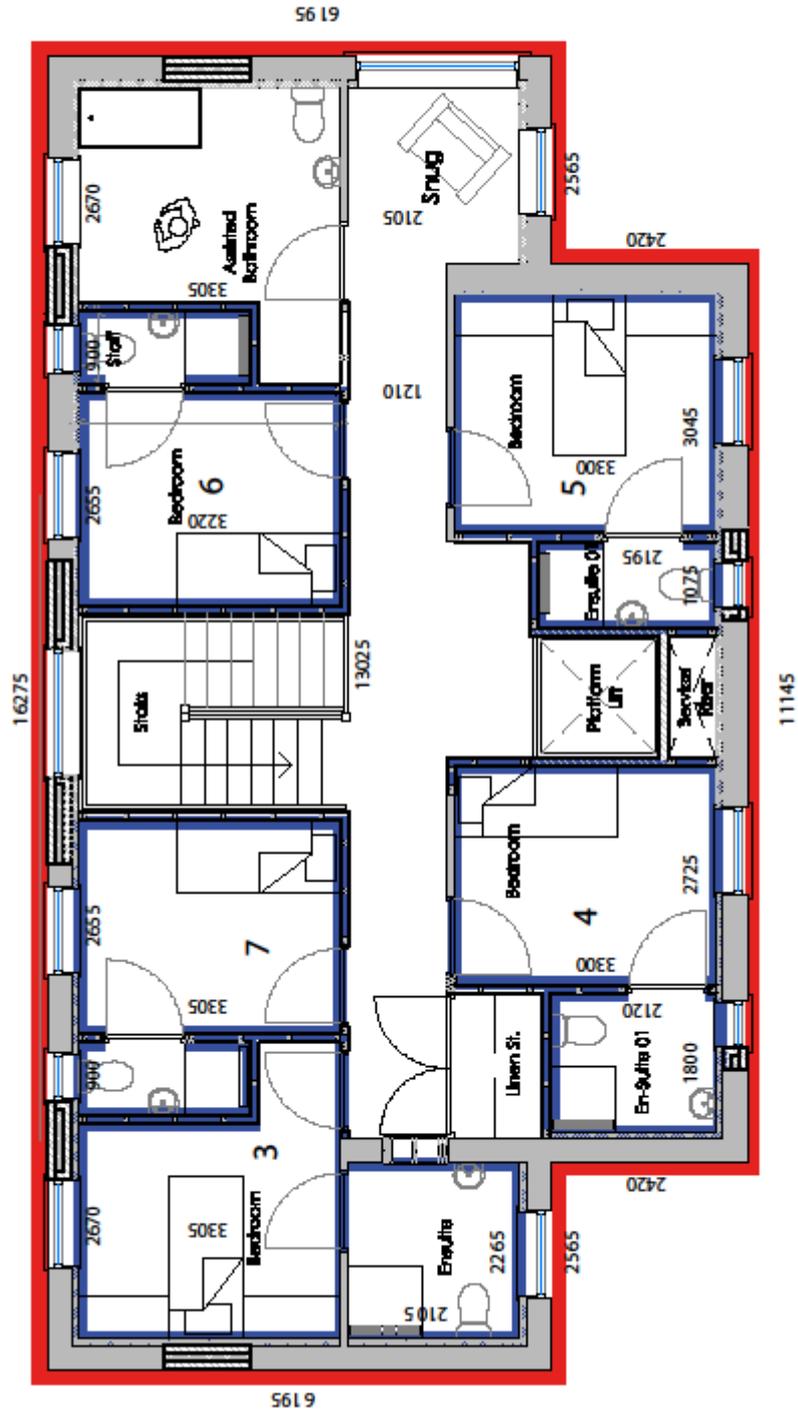


FIG 3 B

Date completed: 1<sup>st</sup> February 2024  
 Completed by: Michael Williams  
 Date for review: 1<sup>st</sup> February 2025