

Statement of Purpose and Function

Grásta House, Peacehaven Trust CLG.

Accessible Version

Version No. 2: 14th April 2025



Grásta House, Apartment 75, Blacklion Manor, Greystones.

Registration details

Other information set out on the Certificate of Registration.

The information is set out by HIQA in the Certificate of Registration is included at the back of this document.

Registered provider

Name:	Peacehaven Trust CLG
Provider Representative:	Stuart Ferguson (Chair of the Board)
Main address:	1 & 2 Hillside, Greystones, Co. Wicklow
Telephone number:	01-9101338
Email address:	admin@peacehaventrust.com

Person Participating in Management

Name:	Caroline Yeomans
Main address:	Presbyterian Church in Ireland, Assembly Buildings, Belfast, BT1 6DW
Telephone number:	048 90417234
Email address:	cyeomans@pcisocialwitness.org

Person in Charge

Name:	Michael Williams
Main address:	1 & 2 Hillside, Greystones, Co. Wicklow
Telephone numbers:	087 9573227 or 01 9101338
Email address:	michaelwilliams@peacehaventrust.com

Other people involved in management

<p>Rosalie McCabe</p>		<p>rosalie@peacehaventrust.com</p>
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Aim of the centre

	<p>The aim is to support one individual resident physically, socially, emotionally and spiritually, with mental health needs, while respecting their dignity and unique individuality.</p>
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Objectives of the centre

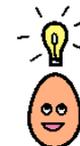
	<ol style="list-style-type: none"> 1. To provide best practice standard of excellence in care and support. 2. To provide a living environment that ensures that the resident lives in a comfortable, clean and safe setting. 3. To encourage and support each the resident to reach their full potential, within the community.
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Ethos of the centre

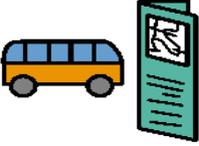
	<p>To provide supports that are:</p> <ul style="list-style-type: none"> • Person centered. • Psychiatrically and psychologically informed and supported. • Operates from a Christian ethos. • Respects the beliefs of the resident. • Integrated into the community. • Encourages choice.
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Services and Facilities Provided in the Designated Centre

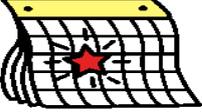
A) What are the specific care needs that the designated centre is intended to meet?

 	<p>The resident in this designated centre is entered on the National Ability Supports System (NASS) as having an intellectual disability - this is considered their primary disability, with additional needs as mental health concerns.</p> <p>The resident is supported to lead as self-determined life as is possible. The needs of the resident are recorded in detail in their care plans.</p>
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B) What facilities are provided by Peacehaven Trust to meet these care needs?

<p>cook</p>  <p>bus timetable</p>   	<p>The facilities here are in keeping with typical domestic living accommodation which includes:</p> <table border="1"> <tr><td>Individual bedroom</td></tr> <tr><td>En-suite bathroom</td></tr> <tr><td>Kitchen and dining area</td></tr> <tr><td>Sitting room area</td></tr> <tr><td>Laundry facilities</td></tr> <tr><td>Private space</td></tr> <tr><td>Roof garden (Common to other apartments)</td></tr> <tr><td>Gardens (Common to other apartments)</td></tr> <tr><td>Accessible Paths</td></tr> <tr><td>Adequate storage</td></tr> <tr><td>Rooms of a suitable size and layout</td></tr> <tr><td>Appropriate ventilation/heating and lighting</td></tr> <tr><td>Safe disposal of general waste</td></tr> <tr><td>Maintenance for internal repairs</td></tr> <tr><td>Through Blacklion Manor maintenance for external repairs</td></tr> <tr><td>Administration support in the PHT office.</td></tr> </table> <p>The resident can also avail of community facilities for their interests and leisure needs (pubs, cafes, fitness centre, churches, shops, etc). These may be detailed in their individual care plans, where supports are required.</p>	Individual bedroom	En-suite bathroom	Kitchen and dining area	Sitting room area	Laundry facilities	Private space	Roof garden (Common to other apartments)	Gardens (Common to other apartments)	Accessible Paths	Adequate storage	Rooms of a suitable size and layout	Appropriate ventilation/heating and lighting	Safe disposal of general waste	Maintenance for internal repairs	Through Blacklion Manor maintenance for external repairs	Administration support in the PHT office.
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Administration support in the PHT office.																	

C) What are the services which are to be provided by the registered provider to meet those care needs?

  <p>bus</p> 	<p>There are Social Care Staff and Healthcare staff supports provided to empower the resident to make informed choices in relation to their life.</p> <p>The Staff role is to support the self determination of the resident and to ensure their written goals in the care plan are being worked on.</p> <p>Staff in this house are trained in:</p> <ul style="list-style-type: none"> • Staff mandatory training
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- First aid
- Safeguarding Vulnerable Persons
- Children First
- Medication Management
- Fire Safety
- Person centred Planning
- Key Working
- Behaviour Support
- EUPD Practice
- Trauma Informed Practice
- Manual handling
- Epilepsy & Recovery Medication
- Food Hygiene
- Infection Control
- Open Disclosure
- Data Regulations
- Report writing
- Diet & Nutrition
- Communication with people with ID
- Dementia
- Risk Assessments
- Staff Induction

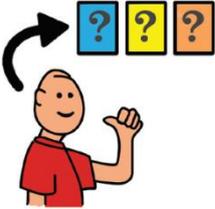
- Other training staff may be trained in:
 - Computing
 - Health & Safety Rep

Other services that Peacehaven Trust can source are:

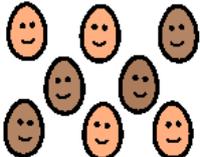
- Speech and Language
- Occupational Therapy
- Access to medical support
- Maintenance services (inside of apartment)
- Medication training for residents
- Access to Employment support services
- Access to Day services
- Access to Rehabilitation services
- Access to local churches.
- Recreation services
- Transport

	<p>The Apartment Management Company (Petra) will provide:</p> <ul style="list-style-type: none"> • Gardening Services • Exterior Maintenance services • Refuse services <p>The main aim of Peacehaven is to use generic community facilities and services where possible.</p> <p>Residents can purchase themselves:</p> <ul style="list-style-type: none"> • Physiotherapy • Chiropody
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D) What criteria are used for admission to the designated centre, including the designated centre’s policy and procedures (if any) for emergency admissions?

	<p>This is a specialised 1:1 Care service, designed and funded for one specified resident only. No other person shall be admitted into this service.</p> <p>Respite is not provided in this service.</p>
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What are the number, age-range and gender of the resident for whom it is intended that accommodation should be provided?

	<p>Age Range: 18 - 101</p> <p>Gender: Female ✓</p>
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Are there any separate facilities for day support?

<p>⊘</p>	<p>There are no separate facilities for day support.</p>
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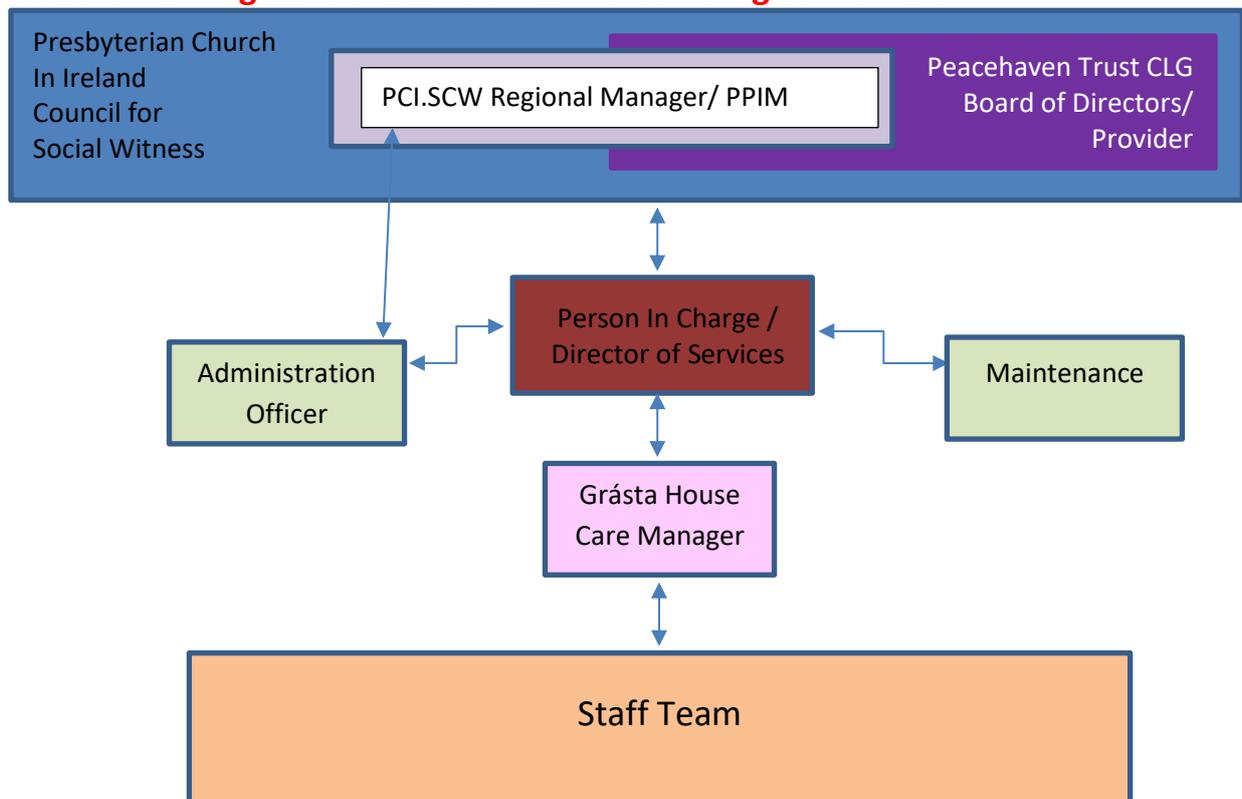
A description (either in narrative form or a floor plan) of the rooms in the designated centre including their size and primary function? (See Appendix 2)

Management and Staffing

What are the total staffing complement, in whole time equivalents, for the designated centre with the management and staffing complements as required in Regulations 14 and 15?

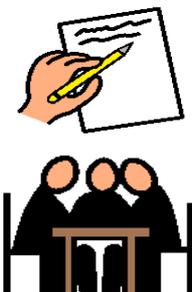
	Management team		
	Director of Services: Michael Williams		
	Care Manager: Rosalie McCabe		
	Position	Number employed	Whole time equivalent
	Director of services	1	1
	Care Manager	1	1
	Social care worker	1	0.5
Healthcare Assistants	4	2	
Relief posts	3	0.5	
Relief staff could be required to work in any designated centre of Peacehaven Trust.			

What is the organisational structure of the designated centre?



Residents' wellbeing and safety

What are the arrangements made for dealing with reviews of the resident's individualised personal plan referred to in Regulation 8?

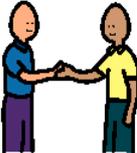
	<p>Residents are supported no less than each year to create Care Plans, and Risk Assessments which support their wellbeing and safety.</p> <p>This information is recorded in the persons file on our computerised system.</p> <p>The keyworker supports the resident to create the plans. There is also a Person-Centred Plan which identifies the goals that the resident has for themselves in the year ahead.</p> <p>The care manager and a psychologist oversee the development and implementation of these plans.</p>
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List details of any specific therapeutic techniques used in the designated centre and arrangements made for their supervision?

	<p>This is an EUPD informed and Trauma informed service. All staff on induction are trained in EUPD informed and Trauma informed practice, by the company psychologist.</p> <p>Clinical review meetings occur every six weeks with the company psychologist – actions and plans are amended or set and recorded in the minutes (Care Plans and Risk Assessments are then updated)</p> <p>Incidents and events are reviewed as required by all levels of management and the company psychologist - actions and plans are amended or set and recorded in the actions section (Care Plans and Risk Assessments are then updated)</p> <p>All support staff are trained in the safe Medication Management.</p> <p>Access to other therapies are provided as required:</p> <table border="1" data-bbox="454 1870 1085 2016"> <tr> <td>Occupational therapy</td> <td>✓</td> </tr> <tr> <td>Speech and language therapy</td> <td>✓</td> </tr> <tr> <td>MHID</td> <td>✓</td> </tr> </table>	Occupational therapy	✓	Speech and language therapy	✓	MHID	✓
Occupational therapy	✓						
Speech and language therapy	✓						
MHID	✓						

	<p>The resident is supported in understanding and doing actions recommended by a relevant practitioner. This information is recorded in their care plan.</p>
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What arrangements are made for respecting the privacy and dignity of residents?

<p>home</p>    	<p>The resident's bedroom and ensuite are private to them - staff knock to be invited in. The resident has a lockable bedroom door. Each house is a person's home.</p> <p>Privacy is a human right highlighted in our planning process. People are assisted with their intimate care needs only to the assessed extent necessary and then in a respectful and safe manner. Intimate care plans are drawn up as required.</p> <p>When family or friends visit, they are welcomed and afforded privacy for their conversations.</p> <p>The resident has a personal mobile phone and can also make private phone calls on the house telephone.</p> <p>There are opportunities for resident led discussion around many different things. These include FREDA principles.</p> <p>Peacehaven Trust has a Confidentiality policy and staff have a confidentiality clause in their contracts.</p> <p>Any disregard for a person's dignity or privacy may form the basis of a Complaint or an investigation under our policy framework.</p> <p>Every effort is made to ensure the appropriate media for communication is used for each individual.</p>
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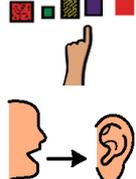
What are the arrangements for residents to engage in social activities, hobbies and leisure interests?

	<p>The resident encouraged to join in community activities of their choice in the local community.</p> <p>The specific goals in relation to this are identified in their care plan.</p> <p>Family and friends are encouraged to come to visit.</p> <p>1:1 staffing allows for support for any activity, at any time.</p>
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What are the arrangements for residents to access education, training and employment?

	<p>People we support are encouraged and facilitated to access education, training and employment of their choice.</p> <p>The specific goals in relation to this are identified in their care plan.</p>
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What are the arrangements made for consultation with, and participation of, residents in the operation of the designated centre?

	<p>The resident is encouraged and consulted on taking an active part in the running of the house, including looking after their own bedrooms, preparation of meals, planning of trips and events etc.</p> <p>There are formal monthly meetings in the house with the resident and staff to ensure that their on-going participation in the operation of the house is present.</p>
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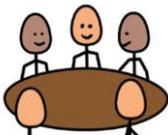
What are the arrangements made for residents to attend religious services of their choice?

	<p>The resident chooses the services they wish to attend and this information is recorded in the resident's care plan, along with the supports that they would need (if any).</p>
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What are the arrangements made for contact between residents and their relatives, friends, representatives and the local community?

    	<p>A private sitting area is available for the resident to meet with their visitors as they wish. There are no restrictions on visiting times, in normal times – However during a pandemic, we follow the Health Guidance and may have to stop visits for a while.</p> <p>The information in relation to this is recorded in detail for each resident in their care plan. The family at the resident’s request are invited to be involved in the resident’s plan.</p> <p>The family are encouraged to give feedback on the service informally through contact with staff. The family have all been informed of the complaints policy and have received a copy of the policy, and a copy of the Statement of Purpose.</p> <p>Community participation is encouraged and the information in relation to this is recorded in more detail the care plans.</p> <p>Friendships are nurtured and created where possible and more detail is included individually for each person in their care plan.</p>
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What are the arrangements made for dealing with complaints?

 	<p>Peacehaven Trust has a complaints policy and procedure and monthly reports complaints and their outcomes internally to PCI’s Regional Manager. Every 3 months complaints data is provided to the HSE. Complaints may also be notified to HIQA, and CHO6 Disability Office.</p> <p>The Director of Services is the Complaints Officer, who handles all complaints within set timeframes and keeps records on all complaints and actions undertaken to resolve the issue.</p> <p>An accessible document which shows how to make a complaint is available in each location.</p>
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What are the fire precautions and associated emergency procedures in the designated centre?

   	<p>A range of fire safety equipment is installed in the house and these include: (tick as appropriate)</p>	
	Fire alarms	✓
	Smoke alarms	✓
	Fire extinguishers	✓
	Fire blanket	✓
	30 minute fire-retardant doors & walls	✓
	Emergency fire exit signs	✓
<p>A log is maintained of maintenance of fire alarms and fire extinguishers.</p>		✓
<p>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).</p>		
<p>There is an evacuation plan in Grásta House. There is a safety statement in Grásta House. All staff have undergone training in fire safety.</p>		

A list of key policies that inform practice in the service:

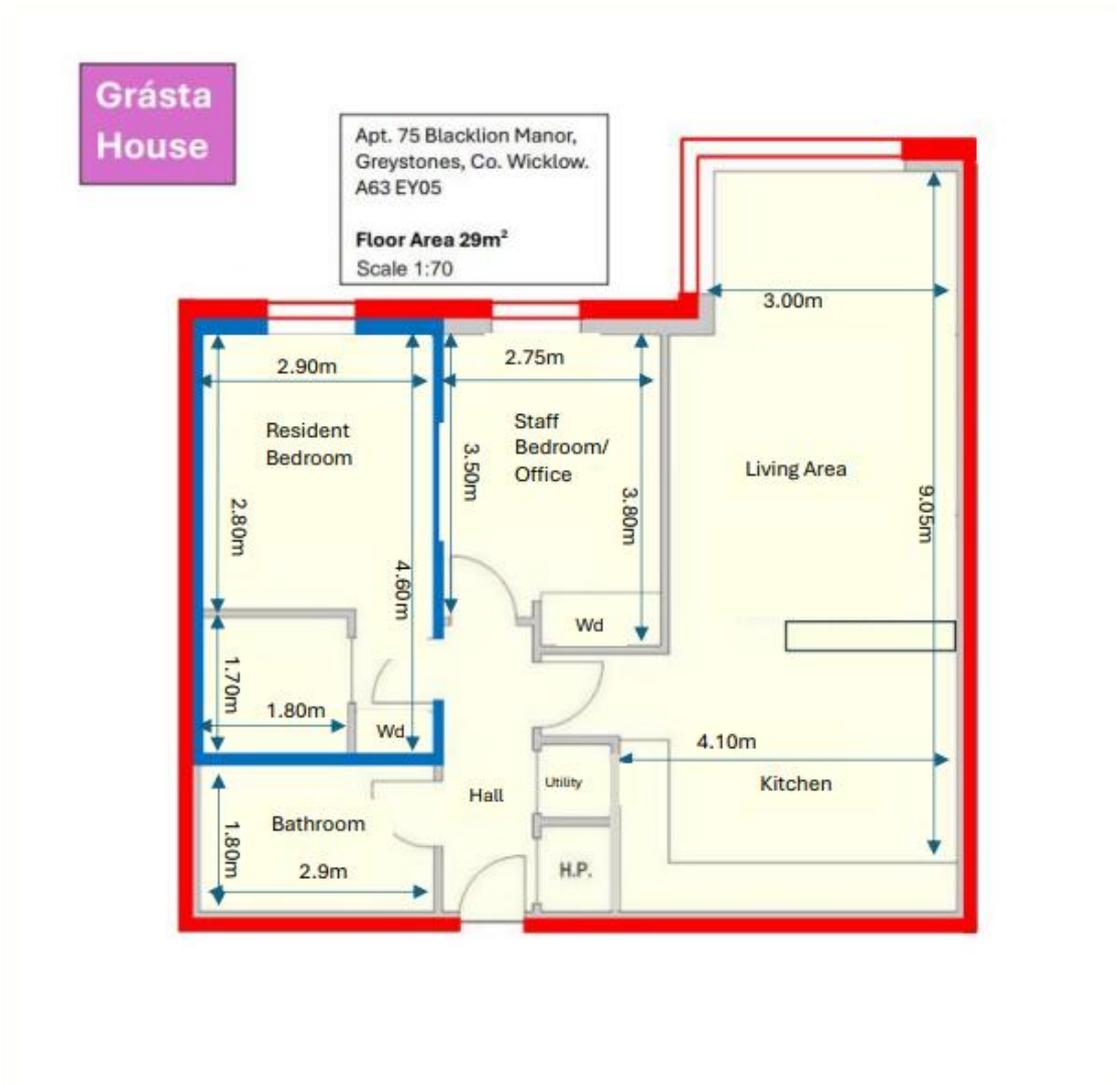
Accident Incident Reporting System
Admission Policy
Advance Health Care Directive Policy
Alcohol and Illegal Drugs Policy
Bereavement Support Policy
Board Conflict of Interest Policy
Child Protection Policy
Code of Conduct for Charity Trustees
Communication with Residents, Relatives, Staff, Council for 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

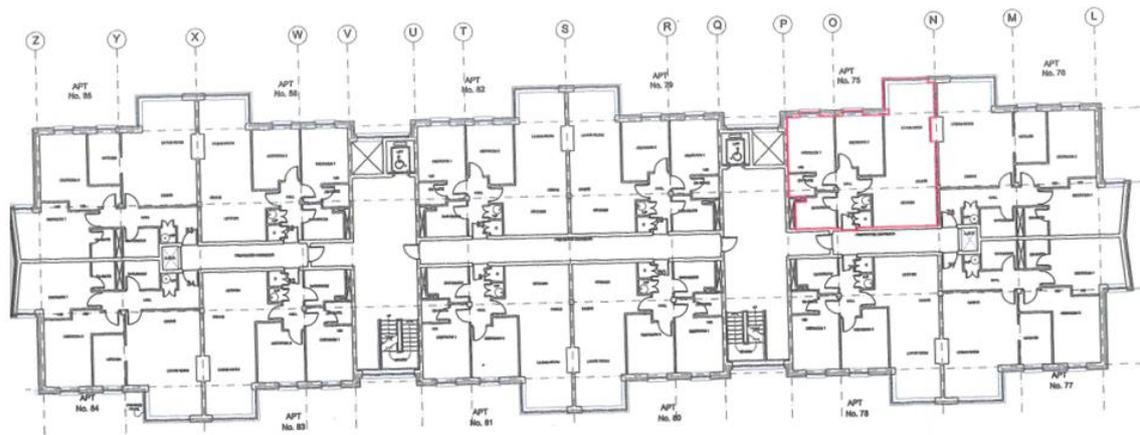
Finance Policy
Fire Procedure for Safe Evacuation
Food Nutrition and Food Safety Policy
General Data Protection Policy
Harassment, Sexual Harassment, Bullying, Victimisation Policy
Infection Control Policy
Intimate Care Policy & Procedures
Key Working General Guidelines
Lone Worker Policy
Maintenance 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

Appendix 2: Floor Plans





Block B, Blacklion Manor
Second Floor

Date completed: 10th March 2025
Completed by: Michael Williams
Date for review: 14th April 2025