

Nansen Highland

Day Trainee Induction Pack

Locations: **Day Training Centre and Headquarters**

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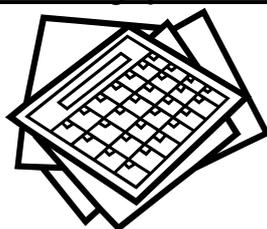
Welcome to Nansen Highland

Firstly, we hope you will enjoy your training with us and will soon feel settled and confident here. Starting in a new place always feels a bit strange in the beginning; so do not be surprised if it takes a few days to feel settled. Everyone will do their best to make you feel welcome and this booklet should give you a general idea about Nansen. However, if you have any further questions or if there is anything you are unsure about, please ask any member of staff – they will only be too glad to help!

Daily Plan

The training day starts between 9.00 am and 10.00 am depending on taxi's arriving or bus times. Work starts at 10.00 am. There will be a 15 minute break at 11 am and you have a lunch break between 12.30 pm and 1.30 pm. You can spend your breaks chatting, reading, listening to music, computer games or playing football, it is up to you! There will be an afternoon break at 2.45 pm for 15 minutes and between 3 -4 o'clock group activities or games finishes the training day.

Weekly planner



There is a weekly plan drawn up, which is like a timetable of the activities you will do while at Nansen. This will be pinned up in the training area at the Station. You will be able to see exactly where and what you are doing for each day you are here.



Training

You will follow a specially designed training programme, which will have been decided upon with yourself, careers officer, parents, social worker etc. The aim here is to help you develop the skills that will be most valuable to you in the future, whether these are social skills, vocational skills or independent skills.

ACADEMIC TRAINING

Nansen Highland is an approved SQA centre. We can deliver the following modules:

Access I I

- Communication for life and work
- Communication in a work related environment
- Investigating life and work in an Another country
- Introduction to working with tools
- Working with materials
- Life start: Games and sports
- Personal organisation
- Life start: music
- Using Mathematics in everyday situation 1
- Personal profiling for life and work
- Skill start, Investigation the world of work
- Using Mathematics in everyday situation 2
- Skill start, Enterprise activity
- The manufacturing Industry, an activity approach
- Using numbers in every day situations
- Catering: An Activity Approach
- Work start, Gardening skills
- Finding and keeping a job
- Personal Awareness and Development – Making Local Journey
- Living Safely at home
- Personal Awareness and Development – Personal Presentation for every day living
- Daily Organisation
- English Language Study
- Healthy Basic Cooking

Access III

- Health & Safety for babies and young children



- Office practice, an activity approach
- Working with others

Intermediate I

- PC Passport: Internet
- PC Passport: Spreadsheets
- PC Passport: Word Processing
- Word processing I

Intermediate II

- PC Passport: Internet
- PC Passport: Spreadsheets
- PC Passport: Presentations
- PC Passport: Word Processing
- Word processing II & III

Higher

- PC Passport: Spreadsheets
- PC Passport: Internet
- PC Passport: Database
- PC Passport: Presentations
- PC Passport: Word Processing

If required, others modules may be obtained on a distance learning basis from other approved centres and delivered on site at Redcastle with assessments via mail. This option is normally used for trainees requiring a different level of academic studies.

NON – VOCATIONAL TRAINING

The emphasis of the non-vocational training is more on the inter-personal, independence and social skills rather than the academic skills. Various activities are used to enhance these skills, which could include practical work, excursions, field trips and sporting activities.

PRACTICAL WORK

At our day centre, Redcastle Station, a nature trail offers a great deal of challenging practical work. Renovations and repairs are



carried out by trainees assisted by staff to enable skills to be learnt within a safe environment. This can vary from woodwork, painting, plumbing etc.

EXCURSIONS

Excursions can be arranged for different reasons: a common interest, a birthday celebration or a treat for the trainees. Some of the excursions we have done are visiting the local radio station, boat trip to see the dolphins and visiting the wildlife park.

FIELD TRIPS

The field trips organised can vary enormously. Here are some examples:

- Camping trip in the wilds of the Highlands
- Long weekend in a youth hostel in Edinburgh
- Orienteering walk with the use of map & compass

SPORTS ACTIVITIES

Every week a sport session is organised. A rota system provides the opportunity for each trainee to choose and organise the sporting activity with the help of a member of staff. Sports include swimming, football, snooker, fitness equipment, rollerbowl etc.

All these outings are interesting and great fun – gives us all plenty to talk about afterwards!



STAFF

Most of the staff at Nansen are permanent, however you are also likely to meet other staff members who are volunteers and students who may be here for a short or long term.

Keyworker

Soon after you arrive at Nansen you will be given a keyworker. This is your "own" staff member who will work closely with you and will sometimes be involved in meetings with you and your care manager. Feel free to talk to your keyworker about anything you don't understand at Nansen - he/ she will try hard to help you in every way possible. Your keyworker will be responsible for updating your file. In the file you will have a care plan and risk assessment, which is updated every six months. To ensure that you understand and agree with what is written, you can put forward your opinion and sign this document. Your keyworker can provide you with access to your personal records here - do ask him/her if you need or wish to see them.

Community Meeting

Regular community meetings are held within Nansen, where all trainees have the opportunity to meet together with staff to discuss Nansen activities and other subjects to do with Nansen. It is important that everyone listens to each other and each person gets the opportunity to speak. Trainees take it in turns to chair and minute the meetings. If you have never done this before, don't worry, not many people have before they come to Nansen! After the meeting, possible "action points" are recorded and displayed in the training area.



MEDICATION

All medication should be handed into the staff at the training centre so it can be stored safely until required. Further details available on request.

Health & Safety

A health and safety induction is held with every new trainee on arrival at Redcastle Station. All health and safety equipment is checked and maintained regularly.

In the event of an accident occurring, please inform a member of staff as soon as possible. You should give details of how the accident happened and the staff member will decide whether any medical treatment is required. This will be recorded in the accident book. All our staff members are qualified First Aiders.

In the same way, you should immediately inform a member of staff if you suspect that a fire has, or might start on the premises.

You must not operate any electrical equipment unless a member of staff supervises you. You will have a health and safety induction soon after you arrive at Nansen, but the main thing to remember is to talk to your keyworker or any staff member if there is anything about health and safety that you are not sure about.

The Fire Brigade Officer inspects Redcastle Station on a regular basis and it is the responsibility of the staff to carry out fire drills and inspection of the fire alarms on a weekly basis.

Redcastle Station is also inspected by the Care Commission.



SMOKING

If anyone should chose to smoke, they can do so only outside the building. We are committed to an approach, which actively promotes good health so we will not condone or assist young individuals who smoke, therefore anyone who does should supply their own. To avoid the risk of fire within the building, smoking is forbidden except outside.

VISITORS

Parents/carers are very welcome to visit us here at Nansen and should just contact the office to make arrangements.

Equal Opportunities

We feel it is very important at Nansen to make sure that all trainees have equal rights. This means that you must be treated with equal respect, whatever your background, sex, age, nationality, religion or other characteristics. So please - be careful how you talk to, and treat, other people here, and remember not to bring any sexually provocative, racial or political material to Nansen. For the same reason, swearing is forbidden at all times, as are all forms of aggressive behaviour, including verbal aggression.



Complaints



If you do not think the way you are treated here is fair, try to discuss it with your keyworker first. If you are still having problems, go to the Project Co-ordinator or to the Director. In the same way, if we feel you are doing something, which is not quite right, usually your keyworker will discuss it with you first. If this does not sort the problem out, the project co-ordinator or the Director, will have a chat with you. There are leaflets readily available in regards to complaints should you require them and telephone numbers of CAB and the Care Commission.

So that's it! We are sure it won't be long before you feel part of the group here, but remember – ask any member of staff if you have a question or are in need of help.



Individual's quality of life. Statement of rights for trainees

This statement sets down your rights as a trainee. We hope that you find it useful and informative.

To be sheltered, cared for and spoken to in a manner befitting your status as an adult, without the threat of any kind of abuse by staff or other persons.

To be involved, whenever possible, in decisions affecting your life.

To exercise the full civic and legal rights of a citizen, and to be kept informed of and involved in issues that affect you.

To have unhindered access to a mechanism to express personal feelings, criticisms and grievances, that will exclude access by the director if desired, without fear of reprisal or discrimination.

To refuse medical treatment and medication and to be informed of the medical consequences of such a refusal.

To receive all necessary assistance to be able to participate in and have access to all activities that Nansen Highland has to offer, at the discretion of the director on issues of Health & Safety.

To form friendships with other residents without hindrance or embarrassment.

To know that your personal records are kept in confidence and are available only to those for whom the information is essential.

To have access to personal records within current national regulations.

To write, or to have written, and to receive any mail or otherwise to communicate without any interception or interference by any member of staff.

To have all studies, surveys and polls adequately explained and to have the freedom to refuse participation.

To expect all staff to be informed of, and to assume that all staff will respect, the above rights.