



## Individuals Courses – Unaccompanied Individuals Information

The Lake District Calvert Trust runs many courses for adult individuals throughout the year. These can be for individuals who are accompanied and bring their own personal care support, individuals who have low support needs but may need help and prompts, or for individuals who are fully independent.

Prior to accepting unaccompanied adult individuals as participants on any of our courses we need additional information on their levels of independence and confidence as no personal care support is provided.

Your information will not be shared with any third parties and we will use this information to manage your health and safety while you participate in a course or activities with the Lake District Calvert Trust. In the event of a medical emergency this information may be shared with emergency services and the Trust may also produce anonymised statistical data to report on meeting our equality targets and charitable objectives or to support research. Our full Privacy Policy can be found on our website at [www.calvertlakes.org.uk](http://www.calvertlakes.org.uk)

It is vital that this information is a correct and honest representation of the individuals requirements. For any unaccompanied individual attending a course who we judge as requiring a level of support greater than that suggested, we reserve the right to send them home. To that end there needs to be an emergency contact that is contactable at all times and that can (in exceptional circumstances) collect the participant.

### **Lake District Calvert Trust Hydrotherapy Pool**

**The Lake District Calvert Trust does not provide lifeguards for our hydrotherapy pool.** The pool measures 12m x 6m and has a maximum depth of 1.5m. Whenever the pool is in use there must be a minimum of either two competent adults (able to recognise an emergency and summon assistance from LDCT staff) in the water or one competent adult on the poolside. A minimum of one (of the) competent adult(s) must have had a pool induction within the last two years.

Fully independent unaccompanied individuals will be able to use the pool under the conditions described above if they meet the requirements of a competent adult during the visitor induction.

Individuals with low support needs on 'Buddied' courses will only be able to swim in pool sessions where buddies are present as competent adults (Buddied Sessions), if they are water confident and able to swim 10m unaided.

Unaccompanied individuals who are not water confident or unable to swim 10m unaided may be able to take part in a single pool session during their stay if poolside supervision is available from a LDCT member of staff trained in poolside rescues.

## **Unaccompanied Individuals (Fully Independent)**

Unaccompanied individuals will be expected to be fully independent outside of activity sessions, and be aware that on session, instructors provide activity support for *all* of the group members. At the start of the course, individuals will be made aware of the activity programme and activity start times. If people are unable to be on time for activity sessions, this can negatively impact on other group members on the course.

If you are fully independent outside of activities, but require activity support, for example wheelchair user who may need assistance on challenging terrain, then please call to discuss if we are able to provide the support needed.

We do not provide **any** support for unaccompanied individuals on our standard Adult courses, so in addition to the above attendees must – unaided - be able to:

- Go to reception and activate an alarm to call the Duty Instructor in case of an overnight emergency
- Respond to an alarm and get themselves to the Fire Rendezvous point
- Manage themselves safely and without supervision at a building or parked minibus when not taking part in a structured activity. This includes during the evenings and through the night

## **Unaccompanied Individuals (Low Support needs – ‘Buddy’ Courses only)**

This includes people who are independent in the majority of their day-to-day lives. They may need some support in an unfamiliar environment with new tasks and a new routine. At the Lake District Calvert Trust, we provide ‘buddy’ support on specific courses. Buddies will be able to support people with reminders and prompts and provide help assisting them to integrate socially with other members of the group if appropriate. Support may include:

- Ensuring people wake in time for breakfast.
- Help people gather kit and clothing for the day.
- Remind people what time activities start and where they are meeting their group.
- Provide physical support for people who are unsteady on their feet.
- Listen to any concerns someone may have and liaise between the individual and Calvert Trust staff.
- Providing supervision in the swimming pool for confident swimmers.

**We are unable to provide support with taking medication, any personal care needs such as eating, showering or toileting or challenging behaviour.**

Please note that an individual will not be supervised at all times during the stay and there may be periods of time where they are left to be independent around the site. There is always a member of Calvert Trust staff present on site, as well as allocated ‘Buddies’. In addition to centre staff, ‘Buddies’ will also be given access to both this completed form and completed medical forms for the unaccompanied adults they are supporting.

## Supplementary Information for attendees on 'Buddy' Courses

Due to the nature of our 'Buddy' courses, this section must be completed and returned with the booking form before a booking is confirmed for an unaccompanied individual.

Name of applicant: \_\_\_\_\_

Name of person filling in form: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

I confirm the applicant **DOES NOT** require direct support/assistance with any of the following:

- Dressing
- Toileting
- Washing and personal hygiene
- Eating
- Taking medication

If the applicant needs reminders or prompting for any of the above, please provide details below:

*Would like to take part in 'Buddied' swimming sessions?*      **Yes**  **No**  (Please tick box)

*Water confident and able to swim 10 metres unaided?*      **Yes**  **No**  (Please tick box)

It is useful for us to have any supplementary information about the applicant so we can pass this onto the buddies who will be helping to support unaccompanied individuals. Please fill out the following boxes with as much information as possible.

**Activities** Are there activities that the applicant particularly likes/dislikes? Which activities might they need extra encouragement/assistance for?

**Communication** Does the applicant use any communication aids or Makaton/BSL? Are there any techniques used to assist with communication?

**Behaviour** Is there anything specific which might upset the applicant, e.g. dogs, waiting times? Does the applicant have any behavioural issues we should be aware of?

**Daily Routine** Does the applicant need prompting to get up in the morning? What time do they like to go to bed? Do they need reminders for specific daily routines?

**Social Preferences** Does the applicant like to talk to other people? Do they prefer time on their own/quiet time?

**Level of Mobility** What level of mobility does the applicant have? Do they require extra assistance on uneven ground? Do they use any specific mobility aids?

In the event of any information in this declaration being found to be false, the Lake District Calvert Trust will regard this as a breach of contract and reserves the right to terminate the booking and may require the applicant to return home immediately or restrict the activities available to a participant.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Centre use only:**

I have reviewed the participant information and confirmed booking on the following course:

\_\_\_\_\_

Approved for swimming with Buddies present as competent adult(s)    Yes     No

Signed \_\_\_\_\_ Date \_\_\_\_\_

## Unaccompanied Individuals (Fully Independent)

Due to the nature of our courses, this section must be completed and returned with the booking form before a booking is confirmed for an unaccompanied individual.

Name of applicant: \_\_\_\_\_

Name of person filling in form: \_\_\_\_\_

Relationship to applicant: \_\_\_\_\_

I confirm the applicant **DOES NOT** require direct support/assistance with **any** of the following:

- Dressing
- Toileting
- Washing and personal hygiene
- Eating
- Taking medication
- Mobility
- Supervision outside of activities

*Would like to take part in unsupervised swimming sessions?*      **Yes**  **No**  (Please tick box)

*Water confident and able to swim 10 metres unaided?*      **Yes**  **No**  (Please tick box)

*Able to recognise an emergency and summon assistance using a poolside alarm?*      **Yes**  **No**  (Please tick box)

In the event of any information in this declaration being found to be false, the Lake District Calvert Trust will regard this as a breach of contract and reserves the right to terminate the booking and may require the applicant to return home immediately or restrict the activities available to a participant.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Centre use only:

I have reviewed the participant information and confirmed booking on the following course:

\_\_\_\_\_

Approved for Pool Induction   **Yes**    **No**

Signed \_\_\_\_\_ Date \_\_\_\_\_