

July 2016



SEN and Disability Local Offer:

Name: My Life

(Registered Charity Number 1167858)

July 2016

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| Setting Name and Address | My Life Legacy Thompson House Equestrian Centre Pepper Lane Standish Wigan WN6 0PP | Telephone Number | 01257 472900 |
| | | Website Address | www.my-life.org.uk www.facebook.com/mylifecharity |
| | | Video Link: | https://www.youtube.com/watch?v=DWVXSPP8BGQ |
| Does the post 16 setting specialise in meeting the needs of young people with a particular type of LDD? | We are able to offer places to learners with a wide range of learning difficulties and disabilities, including those with complex needs and behaviours which may be challenging. In our unique setting, we offer a bespoke curriculum for all learners, which is based on individual interests, needs and outcomes. | | |
| What age range of learners does the post 16 setting cater for? | 16-24 | | |
| What is the admission criteria for your post 16 setting? | There are no set criteria. A range of assessments are carried out to ensure the centre can meet the young person's needs and that the curriculum offer is appropriate to the individual's career/future goals. | | |
| Name and contact details of your establishments Additional Learning Support lead | Wendy Yates SEND Quality & Compliance 01257 472900 wendy@my-life.org.uk | Caroline Tomlinson CEO My Life Legacy 01257 472900 caroline@my-life.org.uk | |

Name and contact details of the person/role responsible for maintaining details of the Local Offer

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|-------------------------------------|-----------------------------------|--------------|-------------------------|
| Name of Person and Job Title | Caroline Tomlinson CEO My Life | | |
| Contact telephone number | 01257 472900 | Email | Caroline@my-life.org.uk |

I confirm that our Local Offer has now been published on the Institution's website.


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| Please give the URL for the direct link to your Establishments Local Offer | https://www.wigan.gov.uk/Docs/PDF/Resident/Education/Special-Educational-Needs/Local-offer/My-Life---Local-Offer.pdf | | |
| Name | Wendy Yates | Date | 1 st July 2016 (revised) |

Accessibility and Inclusion

My Life offers educational opportunities for learners Monday to Friday for up to 48 weeks per year, on our purpose built facility at Thompson House Equestrian Centre in Standish. We can easily be reached by local transport, we have good parking facilities and we are very close to junction 27 of the M6.

Our large accessible Standish campus is spread across one site. It has an extensive range of equipment and a wide variety of teaching venues. We provide a range of resources to support and meet the needs of our learners, including hoists, medical equipment and access to transport as required. We have a fully equipped hygiene suite and short term break facilities on site. All learners are encouraged to become part of the My Life 'family' and are given opportunities to participate in community events and outings. We work hard to ensure that each person feels safe and that they belong and facilitate friendships and good role models to develop confidence and independence. We believe in working closely with families and have an 'open door' policy.

We have regular inclusive community events on site and across the borough.

 **To have a closer look at what we can offer and gain further details - click the link here to watch our short My Life video**

<https://www.youtube.com/watch?v=DWVXSPP8BGQ>

Teaching and Learning

We have a wide variety of learning programmes, including supportive internships (a bit like an apprenticeship). Our educational curriculum offers a mixture of accredited qualifications (with AIM Awards) and non-accredited training. These programmes may range from low entry level through to Level 2/3.

Current main curriculum areas are:

- Equine Studies and Animal Care
- Horticulture (Gardening and Growing)
- Catering, Hospitality and Retail
- Outdoor Education
- Creative Studies (including media, drama and art)
- Supporting Teaching and Learning
- Employability
- Personal, Social Development and Independent Living Skills
- Preparation for Work

(more sectors are being added on a regular basis)  **See video for examples**

<https://www.youtube.com/watch?v=DWVXSPP8BGQ>

Learners complete an induction/assessment, individualised learning plans are designed and structured timetables are completed. Tutors are fully trained in their subject and in specialist education, and are supported by experienced learning support staff who will work closely with learners during the learning experience and in other areas around the site. Many staff have extensive backgrounds in education, health and social care. We embed Maths and English into all our subjects on a practical level and also build in direct tuition towards qualifications. All learners have 'preparation for adulthood' skills built into their timetables and this can include a very wide range of subjects from 'independent travel' to 'keeping safe' to 'washing your clothes'. We regularly evaluate our provision, learner progress, targets and outcomes. We complete observations on our teaching and learning staff to ensure a high quality of delivery.

Progress monitoring and review

Progress is monitored every six weeks to ensure young people are on track. A 'Review' document is completed at the same point with the learner. This looks at work completed and skills gained to date - against agreed targets. It gives the opportunity to evaluate how the programme is working and a chance to work on what is going well and review anything that may not be going as well as planned. Parents are included in these reviews if appropriate and feedback is gained from all concerned. Parents/Carers can also be invited to termly progress evenings to discuss progress with staff. All learners are allocated a keyworker who is responsible for working with the learner to review and monitor progress, long term employability goals and find suitable internal and external work experience. This person be the key point of contact for both the learner and their parents/carers.

Education Health and Care Plan review meetings are held annually with the relevant professionals and a representative from the local authority.

Safeguarding

Safeguarding advice and information is also requested from social workers, careers advisors, head teachers and medical professionals with the learner/family's permission. We use this information to inform a plan so that an individual's needs are met. The My Life policy and culture promotes a person centred approach where all learners can develop their skills in a safe environment.

Risk assessments are undertaken on an individual basis given the broad spectrum of learner need. Each learner has a personalised risk assessment at induction which relates to their risks across the site and throughout the day at My Life. Each area that they will access will also have had a generic assessment based on the risks involved in that area. In addition to this, we also risk assess individual activities where appropriate as they occur. These will include accessing the community, travel outside My Life and any condition related risks.

All learners will receive safeguarding tuition, this will include Stanger Danger, Drug and Alcohol Abuse, e-safety and guest speakers. Learners wishing to develop further independence in the community and travelling can undertake modules with LS staff to achieve their goals.

All break and lunchtimes are supervised by tutors/facilitators/ LS staff and mentors, with staffing levels determined by the vulnerability of specific learner groups.

Each morning all staff are present at the daily briefing and this gives the opportunity to discuss current events, issues and triggers that may be occurring that are causing disruptions. This way we can all work together to ensure the best outcomes.

- **All staff are DBS checked prior to commencement at the centre.**
- All staff undertake safeguarding training at least once every two years.
- All staff are easily identifiable by the My Life branded clothing and My Life lanyards
- Entry to the site is via a gated roadway

We also have experienced pastoral support who can provide quality individual 1:1 time to talk to learners and explore feelings etc., ensuring individuals are well and feel safe, as well as a senior Social Work practitioner who is our safeguarding lead at My Life.

Health (including Emotional Health and Wellbeing)

My Life will work with any organisation and health care support team related to any individual learner and we will work alongside the learner under the guidance of the team who will oversee specific requirements, as required. The majority of staff are trained to give medication and in emergency first aid and have good knowledge of epilepsy and autism.

My Life has pastoral support who operate a confidential 1:1 service, which learners can access independently. Counselling, if required, could be sought as part of the wider My Life offer. We also have a personal development coach and qualified mediators and independent advocates available as required.

My Life can offer drama-therapy, which is the use of theatre techniques to facilitate personal and social problems. It focuses on positive change, personal growth and promotes mental health. Participants may see drama therapy affect changes in their behaviour, emotional state, confidence, anxiety levels and state of mind.

We also have a range of therapies on site, which include Reiki, Massage and Sensory Exploration. Staff delivering these services have the relevant professional qualification in their area of expertise. These opportunities are identified within each individual learning plan and can be built in to the individual's day.

Communication

All of our learners are proactively encouraged to communicate and interact with the wide range of people who come on site. We find this encourages confidence to evolve and helps individuals to work on their spoken language and to be clear with their communication. Support on site is discreet, but effective - from the team in the kitchen, to the maintenance team on site - everyone encourages real interaction at an age appropriate level. We have a range of teaching methods to develop communication and interaction skills and these are embedded across the programmes. We use text, photographs, picture exchange system (PECS) to support communication.

Communication with parents and carers is largely done through contact with the review team who will make individual arrangements with families regarding the best way of maintaining communication channels. However, we will contact parents/carers by telephone and invite them at any point - should there be a need.

My Life also holds progress evenings where parents and carers are invited to the site to meet staff and discuss progress. The senior management team are present at these events and can be contacted at any time to discuss concerns or progress. Parents/carers and learners are given regular opportunities to give feedback on the My Life offer throughout the year.

Working together

My Life actively encourages visits from other professionals who are working with learners and third parties are always invited to any review meetings. We work closely with social workers and health professionals to ensure that we can produce the best provision for our learners. We also liaise closely with other agencies and community organisations to give our learners as many opportunities as possible to develop their independence, employment and vocational skills. We have strong links with the local community and stage regular events on site. In 2016 we have already produced a Pantomime at ALRA in Trenchfield Mill Wigan, A Transportation Event (Classic vehicles and modes of transport) and a very popular community street party for the Queen's 90th birthday.

We work with employers and supported employment agencies, exploring opportunities for our learners to gain work experience and make the transition into employment. There are a number of ways learners can get involved in working in partnership with My Life: -

There is an active My Life member's forum

Evening drama classes

Regular inclusive disco night at Reflex Night Club in Wigan

A course representative group and a social events planning team

Duke of Edinburgh Awards

A number of local schools and colleges undertake visits and we have school links programmes, which often last one or two years.

Help and support available

Our learner and progression teams are on hand to offer assistance with a range of issues, including transport arrangements, financial assistance, bursary funding, free meals etc.

We have a dedicated advocacy team under the Care Act who can independently support young people and their families navigating their way through the system of social care, health, housing and benefits. We organise training for families as well as peer support groups and ongoing help and support for the whole family. We believe the best outcomes are achieved by involving families where ever possible.

Transition to and from the institution

Following the assessment process, those learners who have been offered a place are offered further taster/ transition visits. New learners then have an induction period at the start of their programme. We often work closely with familiar and regular support personnel from the previous placement, inviting them to come in with the learner for a 'settling-in' process. In the past we have had parents who initially attend for short periods in the first week or so, again to smooth the transition and we have even had a puppy who came in to support its young owner!


Keyworkers will be allocated to a learner for their whole time at My Life and will be responsible for planning for and preparing learners for transition out of the setting. My Life also has a wealth of experienced staff who work on the advocacy section who can help with any aspect of future planning such as housing, independent living, ongoing opportunities beyond the My Life further educational offer. In addition, we have future planning leads who can assist with exit and transition to independent living and meaningful occupation beyond 25 years.

Enrichment/Additionality

There are a wide range of enrichment activities taking place on site every week and these often include social get-togethers, singing/choir practice, games and exercise activities, woodland walks and adventures, arts and crafts, media and music karaoke and cabaret.

Learners have 'free' periods built into their timetables and can access these opportunities. In addition, there is a weekly planner detailing regular and one off clubs and activities which run at lunchtimes, evenings and weekends.

We also have a second site – My Life Future Steps at Leigh Sports Village, which offers an accessible range of facilities such as, a fully equipped gym, sport and cycle track and swimming pool.

 **If you haven't already done so - click the link here to watch our short My Life video and see for yourself what we can offer:**
<https://www.youtube.com/watch?v=DWVXSPP8BGQ>