

Statement of purpose

Health and Social Care Act 2008

Part 1

The provider's name, legal status, address and other contact details

Including address for service of notices and other documents

Please first read the guidance document *Statement of purpose: Guidance for providers*

Statement of purpose, Part 1

Health and Social Care Act 2008, Regulation 12, schedule 3

The provider's business contact details, including address for service of notices and other documents, in accordance with Sections 93 and 94 of the Health and Social Care Act 2008

1. Provider's name and legal status

| | | | |
|---------------------------------|--|--------------------------------------|--|
| Full name¹ | The Inclusion Project Limited (Company Number: 10121567) | | |
| CQC provider ID | CQC provider ID:1-3860082964 | | |
| Legal status¹ | Individual <input type="checkbox"/> | Partnership <input type="checkbox"/> | Organisation <input checked="" type="checkbox"/> |

2. Provider's address, including for service of notices and other documents

| | |
|--|---|
| Business address² | The Inclusion Project Office, Regus, 2 Falcon Gate, Shire Park, Welwyn Garden City, Hertfordshire, AL7 1TW. |
| Town/city | Welwyn Garden City, |
| County | Hertfordshire, |
| Post code | AL7 1TW |
| Business telephone | 07907 889334 for Registered Manager, 07545 685 414 for Provider and Nominated Individual |
| Electronic mail (email)³ | graham@inclusionproject.co.uk (Registered Manager) simon@inclusionproject.co.uk (Provider and Nominated Individual) |

By submitting this statement of purpose you are confirming your willingness for CQC to use the **email address** supplied at Section 2 above for service of documents and for sending all other correspondence to you. Email ensures fast and efficient delivery of important information. If you do not want to receive documents by email please check or tick the box below. We will not share this email address with anyone else.

| | |
|--|--------------------------|
| I/we do NOT wish to receive notices and other documents from CQC by email | <input type="checkbox"/> |
|--|--------------------------|

¹ Where the provider is a partnership please fill in the partnership's name at 'Full name' in Section 1 above. Where the partnership does not have a name, please fill in the names of all the partners at Section 3 below

² Where you do not agree to service of notices and other documents by email they will be sent by post to the business address shown in Section 2. This includes draft and final inspection reports. This postal business address will be included on the CQC website.

³ Where you agree to service of notices and other documents by email your copies will be sent to the email address shown in Section 2. This includes draft and final inspection reports.

Please note: CQC can deem notices sent to the email or postal address for service you supply in your statement of purpose as having been served as described in Sections 93 and 94 of the Health and Social Care Act 2008. The address supplied must therefore be accurate, up to date, and able to ensure prompt delivery of these important documents.

| 3. The full names of all the partners in a partnership | |
|---|---|
| Names: | N/A The Inclusion Project is not a Partnership. |

Statement of purpose

Health and Social Care Act 2008

Part 2

Aims and objectives

Please read the guidance document *Statement of purpose: Guidance for providers*.

Aims and objectives

What are your aims and objectives in providing the regulated activities and locations shown in part 3 of this statement of purpose

Purpose

The Inclusion Project's purpose is to provide people with Learning Disabilities and/or Autism opportunities for growth, development and participation in meaningful activities, and engagement in the community, which may include personal care with some Participants (Users of the Service).

We promote pro-social interaction and independent progression; to help promote healthy, social and active lifestyles for young adults.

Mission Statement

To work towards social and community inclusion for all, particularly people with Learning Disabilities and/or Autism.

Vision

A world in which all people with Learning Disabilities and/or Autism, have opportunities to enhance their quality of life, realise their personal life aspirations and become valued members of welcoming communities.

We Value

In the Inclusion Project we believe in treating people who are in contact with our service as we would want ourselves, friends and family to be treated.

This means treating Participants as valued members of the community, enabling them to contribute and grow within it.

We promote healthy, social and active lifestyles for adults. Our focus is in community inclusion and friendships.

We do this by listening and responding to the needs of those with whom we come into contact and treating Participants, their Carers and Staff with respect in every way we can.

Our Values

At the beginning we set out our values for Participants in our Welcome Guide and for Staff in our handbooks. They are:

- Inclusiveness

- Equal Opportunities
- Courtesy and professionalism
- Respect and humility
- Efficiency and effectiveness
- Enjoyment
- Community-serving
- Fun

Our Aims

1. Aim

To enable Participants to live the lives they choose within their homes and local communities by providing an innovative, fun and personalised service driven by Participants.

Objectives

- a. To listen to Participants' aspirations and interests.
- b. To maximise independence by facilitating social, sporting, healthy (physically / psychologically), and economically active lives.
- c. To support Participants in working towards the life they want with, personalised progression plans and target-setting goals
- d. To enable Participants to control and shape their own activities and direction e.g. through the 'Create your own world' initiative.
- e. To include Participants by consideration of their lifestyle choices alongside their rights, values, cultural and diversity requirements.

2. Aim

To provide a safe service within a safeguarding framework.

Objectives

- a. To ensure that Participants' best interests are at the centre of the care and support provided.
- b. To work in partnership with care and support teams and other professionals to ensure the service is delivered in a safe and effective way.
- c. To ensure concerns regarding safety are discussed with relevant care teams and risk assessments are continually updated.
- d. To comply with reporting and legislative requirements in respect of safeguarding.

3. Aim

To provide an adaptable, flexible and versatile service.

Objectives

- a. To offer a flexible, robust, year-round, seven day a week service: including, evenings and weekends.
- b. To offer transportation from door to door to self-selected activities.

4. Aim

To contribute to the prevention of social isolation and loneliness and be of service to the community

Objectives

- a. To assist Participants to develop confidence, independence, personal identities, and social interactions through social activities and companionship.
- b. To support Participants to have the best quality of life and the opportunity to 'create their own world'.
- c. For experienced Staff as 'Group Leaders' to act as Mentors and Coaches for Participants.
- d. To work in partnership with Local Authorities and local organisations to enable inclusive opportunities.

5. Aim

To provide a high-quality service including personal care, where required, for Participants through the selection of Staff.

Objectives

- a. To recruit people who have values that model those of our organisation.
- b. To recruit people with skills and experience and to provide them with suitable training and development opportunities.
- a. To model values through the way we treat our Staff.

6. Aim

To continually improve as a service to meet Participants' self-defined needs.

Objectives

- a. To audit and quality assure to enable us to continually improve the service we deliver.
- b. To collect feedback from Participants, Parents/Carers/Families, Staff and other associated professionals.
- c. To report findings with candour, action plan and implement recommendations for continual improvement of the service.

Box will expand if completed using a computer

Statement of purpose

Health and Social Care Act 2008

Part 3

Location(s), and

- the people who use the service there
- their service type(s)
- their regulated activity(ies)

Fill in a separate part 3 for each location

| | | | | |
|--|---|----------------|---|-----------|
| The information below is for location no.: | 1 | of a total of: | 1 | locations |
|--|---|----------------|---|-----------|

| | |
|-------------------------|--|
| Name of location | The Inclusion Project |
| Address | The Inclusion Project Office, Regus, 2, Falcon Gate, Shire Park, Welwyn Garden City, Hertfordshire, AL7 1TW. |
| Postcode | AL7 1TW |
| Telephone | 07907 889334 for Registered Manager, 07545 685 414 for Provider and Nominated Individual |
| Email | graham@inclusionproject.co.uk |

Description of the location

(The premises and the area around them, access, adaptations, equipment, facilities, suitability for relevant special needs, staffing & qualifications etc)

Location

The Inclusion Project modern office is in a business park at Welwyn Garden City, Hertfordshire. It is accessible for all people, with a lift.

There is plenty of parking, but it must be in a space marked for Regus use. At Reception you must input your car registration number into the i-pad system, which prevents a parking fine from Regus and acts as the Health and Safety register for visitors. There is a 'small' Tesco shop opposite Regus which acts as a signpost for directions to Regus Offices.

The Office at Regus contains desks, computers, office equipment, certificates on our wall display and locked cabinets for contracts and insurances that are our only papers to store securely.

The Inclusion Project aims to be a paperless company and stores all records on secure, password encrypted cloud-based systems.

The Offices have modern clean facilities including toilets on each floor, refreshment making facilities on each floor and security card accessed corridors.

It is open 24/7 which is useful for The Inclusion Project as at times we work shifts, in response to demand.

There is a boardroom that we use for large meetings and training events.

Staffing & Qualifications

The Office staff consist of:

Managing Director and Nominated Individual, experienced SEN/D Teacher, with a background in Supported Living, Education and Social Care and Disability Sport.

Registered Manager, with Masters In Social Work, CQSW, Registered with HCPC, graduate qualifications in Management, and over 30 years' experience of working across care sectors.

IT Systems Officer who is an Expert by Experience, has a MSc in Maths.

IT Systems Contractor - Graduate in Computing, with various Management qualifications.

Invoices and Payments Team, qualified in ICT, Management, Leadership, Finances.

Marketing Director / Media / Writer Contractor with a Degree in Writing

Recruitment Assistant qualified Level 3 Health and Social Care.

Area Managers (Care Managers) have a range of qualifications including Social Work and Health and Social Care Level 3.

Group Leaders (Social Care Workers) have Health and Social Care qualifications and complete the Care Certificate. They have experience in provision of social care.

All staff are enhanced DBS checked for both Adult and Child Workforce for Regulated Activity.

| | |
|---|-----|
| No of approved places / overnight beds (not NHS) | N/A |
|---|-----|

| CQC service user bands | | | |
|---|-------------------------------------|---|--|
| The people that will use this location ('The whole population' means everyone). | | | |
| Adults aged 18-65 | <input checked="" type="checkbox"/> | Adults aged 65+ | <input checked="" type="checkbox"/> |
| Mental health | <input type="checkbox"/> | Sensory impairment | <input type="checkbox"/> |
| Physical disability | <input type="checkbox"/> | People detained under the Mental Health Act | <input type="checkbox"/> |
| Dementia | <input type="checkbox"/> | People who misuse drugs or alcohol | <input type="checkbox"/> |
| People with an eating disorder | <input type="checkbox"/> | Learning difficulties or autistic disorder | <input checked="" type="checkbox"/> |
| Children aged 0 – 3 years | <input type="checkbox"/> | Children aged 4-12 | <input type="checkbox"/> Children aged 13-18 <input checked="" type="checkbox"/> |
| The whole population | <input type="checkbox"/> | Other (please specify below) | <input checked="" type="checkbox"/> |
| Our Service Users (Participants) are Adults over the age of 16 with Learning Disabilities or Autistic Disorder; in addition, they may have physical disabilities and /or sensory impairments. | | | |

| The CQC service type(s) provided at this location | |
|--|-------------------------------------|
| Acute services (ACS) | <input type="checkbox"/> |
| Prison healthcare services (PHS) | <input type="checkbox"/> |
| Hospital services for people with mental health needs, learning disabilities, and problems with substance misuse (MLS) | <input type="checkbox"/> |
| Hospice services (HPS) | <input type="checkbox"/> |
| Rehabilitation services (RHS) | <input type="checkbox"/> |
| Long-term conditions services (LTC) | <input type="checkbox"/> |
| Residential substance misuse treatment and/or rehabilitation service (RSM) | <input type="checkbox"/> |
| Hyperbaric chamber (HBC) | <input type="checkbox"/> |
| Community healthcare service (CHC) | <input type="checkbox"/> |
| Community-based services for people with mental health needs (MHC) | <input type="checkbox"/> |
| Community-based services for people with a learning disability (LDC) | <input checked="" type="checkbox"/> |
| Community-based services for people who misuse substances (SMC) | <input type="checkbox"/> |
| Urgent care services (UCS) | <input type="checkbox"/> |
| Doctors consultation service (DCS) | <input type="checkbox"/> |
| Doctors treatment service (DTS) | <input type="checkbox"/> |
| Mobile doctor service (MBS) | <input type="checkbox"/> |
| Dental service (DEN) | <input type="checkbox"/> |
| Diagnostic and or screening service (DSS) | <input type="checkbox"/> |
| Care home service without nursing (CHS) | <input type="checkbox"/> |
| Care home service with nursing (CHN) | <input type="checkbox"/> |
| Specialist college service (SPC) | <input type="checkbox"/> |
| Domiciliary care service (DCC) | <input checked="" type="checkbox"/> |
| Supported living service (SLS) | <input type="checkbox"/> |
| Shared Lives (SHL) | <input type="checkbox"/> |
| Extra Care housing services (EXC) | <input type="checkbox"/> |
| Ambulance service (AMB) | <input type="checkbox"/> |
| Remote clinical advice service (RCA) | <input type="checkbox"/> |
| Blood and Transplant service (BTS) | <input type="checkbox"/> |

| Regulated activity(ies) carried on at this location | | |
|--|-------------------------------------|--|
| Personal care | <input checked="" type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: Mr. Graham Kennard | | |
| Accommodation for persons who require nursing or personal care | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |
| Accommodation for persons who require treatment for substance abuse | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |
| Accommodation and nursing or personal care in the further education sector | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |
| Treatment of disease, disorder or injury | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |
| Assessment or medical treatment for persons detained under the Mental Health Act | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |
| Surgical procedures | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |
| Diagnostic and screening procedures | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |
| Management of supply of blood and blood derived products etc | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |
| Transport services, triage and medical advice provided remotely | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |
| Maternity and midwifery services | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |
| Termination of pregnancies | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |
| Services in slimming clinics | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |
| Nursing care | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |
| Family planning service | <input type="checkbox"/> | |
| Registered Manager(s) for this regulated activity: | | |

Statement of purpose

Health and Social Care Act 2008

Part 4

Registered manager details

Including address for service of notices and other documents

Please first read the guidance document *Statement of purpose: Guidance for providers*

| | | | | |
|--|---|----------------|---|---|
| The information below is for manager number: | 1 | of a total of: | 1 | Managers working for the provider shown in part 1 |
|--|---|----------------|---|---|

| | |
|-------------------------------|---------------------------|
| 1. Manager's full name | Mr. Graham Kennard |
|-------------------------------|---------------------------|

| 2. Manager's contact details | |
|--|--|
| Business address | The Inclusion Project Office, Regus, 2 Falcon Gate, Shire Park, |
| Town/city | Welwyn Garden City, |
| County | Hertfordshire, |
| Post code | AL7 1TW |
| Business telephone | 07907 889334 |
| Manager's email address¹ | |
| graham@inclusionproject.co.uk | |

¹ Where the manager has agreed to service of notices and other documents by email they will be sent to this email address. This includes draft and final inspection reports on all locations where they manage regulated activities.

Where the manager does not agree to service of notices and other documents by email they will be sent by post to the provider postal business address shown in Part 1 of the statement of purpose. This includes draft and final inspection reports on all locations.

Please note: CQC can deem notices sent to manager(s) at the relevant email or postal address for service in this statement of purpose as having been served, as described in Sections 93 and 94 of the Health and Social Care Act 2008. The address supplied must therefore be accurate, up to date, and able to ensure prompt delivery of these important documents to registered managers.

| 3. Locations managed by the registered manager at 1 above | |
|---|--|
| (Please see part 3 of this statement of purpose for full details of the location(s)) | |
| Name(s) of location(s) (list) | Percentage of time spent at this location |
| The Inclusion Project, Regus, 2 Falcon Gate, Shire Park, Welwyn Garden City, Hertfordshire, AL7 1TW. Provider's e-mail address is: simon@inclusionproject.co.uk Provider's phone number is: 07545 685 414 | 100% |

| 4. Regulated activity(ies) managed by this manager | | |
|--|-------------------------------------|--|
| Personal care | <input checked="" type="checkbox"/> | |
| Accommodation for persons who require nursing or personal care | <input type="checkbox"/> | |
| Accommodation for persons who require treatment for substance abuse | <input type="checkbox"/> | |
| Accommodation and nursing or personal care in the further education sector | <input type="checkbox"/> | |
| Treatment of disease, disorder or injury | <input type="checkbox"/> | |
| Assessment or medical treatment for persons detained under the Mental Health Act | <input type="checkbox"/> | |
| Surgical procedures | <input type="checkbox"/> | |
| Diagnostic and screening procedures | <input type="checkbox"/> | |
| Management of supply of blood and blood derived products etc | <input type="checkbox"/> | |
| Transport services, triage and medical advice provided remotely | <input type="checkbox"/> | |
| Maternity and midwifery services | <input type="checkbox"/> | |
| Termination of pregnancies | <input type="checkbox"/> | |
| Services in slimming clinics | <input type="checkbox"/> | |
| Nursing care | <input type="checkbox"/> | |
| Family planning service | <input type="checkbox"/> | |

5. Locations, regulated activities and job shares

Where this manager does not manage all of the regulated activities ticked / checked at 4 above at all of the locations listed at 3 above, please describe which regulated activities they manage at which locations below.

Please also describe below any job share arrangements that include or affect this manager.

For the management of this service, the **Location** is: The Inclusion Project Office, Regus, 2 Falcon Gate, Shire Park, Welwyn Garden City, Hertfordshire, AL7 1TW.

The **Regulated Activity** is **Personal Care**.

Graham Kennard is the Registered Manager for the above. There is no job share.

