
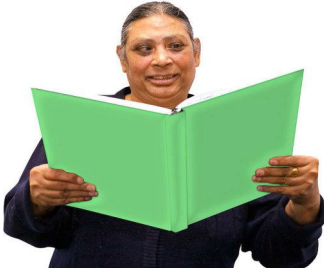
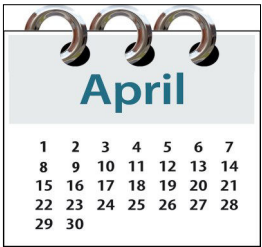






# St. Michael's House 'Provision of Information' Policy



	<p><b>Provision Of Information</b></p>
	<p><b>Supported By: Moyle Road</b></p>
 <p><b>2017</b></p>	<p><b>Date: April 2017</b></p>
  <p><b>2019</b></p>	<p><b>Check again: April 2019</b></p>



A policy is a set of rules that staff have to follow. All staff in St Michael's House have to follow this policy.



This policy is a set of rules about information. Information tells us what is happening.



This policy is about the way St Michael's House gives you information.



Everyone in St Michael's House should be able to get information in a way they can understand and with enough time to make decisions if they need to.



You have a right to get information in a way you understand. Here are some ways you can get information:



You can get information through talking and sign language. Lamh is a type of sign language that we use in St Michael's House.



Other ways to get information are easy read and video.



We can use pictures and show objects to help people to understand information.



In St Michael's House we give you information in whatever way you want and whatever way helps you to understand it.



Staff will give you information in a way that is right for you.



Staff will know how you like to get information.



If staff don't know how you like to get information they will find out by talking to you or talking to others who know you well.



You will be given information as soon as possible. St Michael's House will try to give you information before something changes.



You will be given information in time to make choices about it if you need to.



Staff will give you information in a way that is right for you.



Staff give you information at a time that is right for you like when it's quiet in the house. Staff will give you information in private if you want.



Staff will spend time with you and help you to understand information



Staff will give you information lots of times if this helps you to understand it or make a decision about something.



Staff give you choices during your day in a way you understand them.



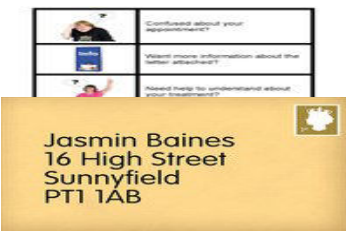
Staff will help you to get information in lots of different ways.



Your centre or house might have a newsletter which gives you the news about what is happening in your unit.




Staff will support you to access the internet to look things up.



St Michael's house will send you accessible letters. These will be sent to you and to your family if you want.



Staff will help you to look at your personal files if you would like to see them.



St Michael's House will give you information about what is going on in your day centre and your home.



You will know what staff are working with you. Staff might use photos if this helps you.



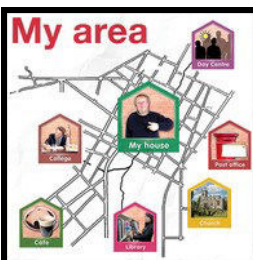
Staff will use activities boards if these help you to plan and understand your day.



Staff will use things like menu choice boards to help you make choices about meals.



Staff will involve you in decisions about your house.



St Michael's House will give you information about what is going on in your area.



Staff will help you to get information about getting a job if you want one.



You will get information about doing a course in your area or going to college if this is something you want to do.



You will get information about courses you can do in St Michael's House.



Staff will give you information about relationships. Things like making new friends or meeting up with friends.



St Michael's House will give you information to support you to be happy and healthy.



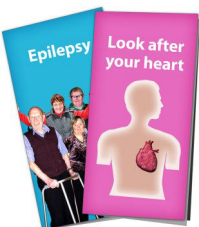
Staff will give you information about how to complain if you are not happy about something. Staff will help you to make a complaint if you want.



Staff will help you to understand your person centred plan and help you to plan your future. This could be things like holidays, relationships or getting a job.



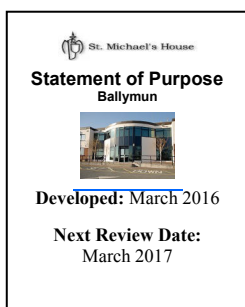
Staff will give you information about your health.



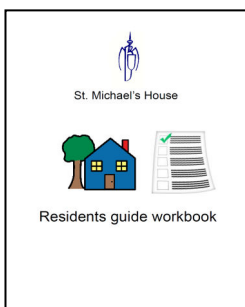
Staff will help you to access easy read information and talk to you about your health.



St Michael's House will give you information about your house and about advocacy.



You will be able to see the statement of purpose for where you live. This gives you information about the house that you live in. Things like the number of bedrooms and who else lives in the house.



You will be able to see the resident's guide for your house. This gives you different information about your house. Things like how to complain and how you are involved in running the house.



You will get information about advocacy. Speaking up about something you think is important is called advocacy. Advocacy groups help you to speak up for yourself. An advocacy group can help you to sort out a problem.