

Holiday Policy

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Mission Statement

Utilising our resources and skills to provide intentional supports for the people we support; enabling them to live full and inclusive lives by contributing to and enriching the fabric of their local communities.

SPC partners with external agencies and community services to facilitate '*ordinary lives in ordinary places*'

Vision Statement

People supported will live a good life, in their own home, with supports and opportunities to become active, valued and inclusive members of their local communities.

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1.0 Introduction

- 1.1. The purpose of this document is to provide clear guidelines for all employees of St. Patrick's Centre, Kilkenny (SPC) in relation to the planning and implementation of holidays for all supported people in SPC in line with each person's personal plan.
- 1.2. People supported by SPC are entitled to enjoy holidays and will need to be accompanied to enable them to access these opportunities.
- 1.3. Holidays should be discussed at each person's annual visioning meeting. Remaining socially active is a key part of living and empowers people supported to enjoy good lives. Going for a holiday means that persons supported can visit family and friends and enjoy a break away from their regular routine.

The benefits of an active life for people supported include: -

- Improved general health and wellbeing
 - Slower decline in physical and mental capacities
 - Greater self-esteem and satisfaction with life
- 1.4. Holidays and day trips allow people supported the opportunity to experience new things, meet new people, be connected and do things they enjoy.

2.0 Definition of a holiday

- 2.1. A holiday is generally understood to refer to any activity involving an overnight stay in accommodation that is not the normal place of residence of the person supported. It can be for a day or two or a week or two and may even involve travel abroad.
- 2.2. An excursion is a trip away from the supported person's home but does not involve an overnight stay.
- 2.3. Some people supported may choose a number of excursions over a holiday. This should be explored at the person's visioning meeting and monthly reviews thereafter with their circle of support.

3.0 Relevant Legislation/Policy

- Moved this first Health Act 2007 (Care and support of residents in designated centres for persons with disabilities) Regulations 2013
- SPC Personal Planning Policy
- Organisation of Working Time Act
- Contract of Employment
- National Standards for Residential Services for Children and Adults with Disabilities, January 2013
- Interim Standards for New Directions

4.0 Roles and Responsibilities

4.1. Person Supported/Keyworker

4.1.1 As part of SPC Personal Planning Framework, each person is supported in choosing and planning for their holiday, i.e. what type of holiday they would like, where they would like to go etc. Photographs, pictures and other means of communication are to be used to gain an understanding of the supported person's wishes.

4.1.2 Monthly review meetings will show evidence of exploration and planning of the holiday/destination. Planning for a holiday including dates and destinations should take place well in advance so the appropriate arrangements can be made.

4.1.3 The circle of support, including person supported, family member and support team are to follow the PPPA Pathway (Appendix 5) if supporting the person to utilise their PPPA funds.

4.1.4 Keyworker to complete Holiday Planning form for person supported (Appendix 2) to prepare for meeting with PIC at least 6 weeks before the holiday to ensure approval.

Person in Charge (PIC)

4.2.1 PIC meets with the person supported and keyworker to complete the Holiday resource form and review Person Supported Holiday Planning form, based on person's visioning meeting.

4.2.2 PIC to complete Holiday Planning form for designated centre (Appendix 3) in line with rosters and employee's hours.

4.2.3 The PIC and CSM need to meet and sign off on holiday forms, ensuring appropriate spend of person supported finances and usage of employee's hours. It is the responsibility of the team and PIC to ensure the resource form is completed and signed off for approval within 2 weeks after receiving same from the keyworker (at least 4 weeks prior to departure).

4.2.4 The holiday forms are then to the Director of Services, who has final approval of the holiday for a person supported.

Person Participating in Management (PPIM/CSM)

4.3.1 PPIM to review the Planning form for person supported in line with person's visioning.

4.3.2 PPIM to review the Planning form for designated centre in line with rosters and staffing standards.

4.3.3 The Holiday resource form needs to be fully approved and signed by the CSM, before being sent to the Director of Services, who has final approval of the holiday for each person supported.

4.2. Director of Service (DOS)

4.4.1 DOS to review the planning form, the designated centre and holiday resource form to ensure the holiday planning is in line with person's vision, finances and resources.

4.3. Finance Department

4.5.1 Once the Director of Service has approved the holiday, the holiday resource form and planning form for designated centre needs to be submitted to the Finance department a minimum of two (2) weeks before departure to ensure requested cash is available. Failure to comply may result in the holiday not going ahead.

4.5.2 Finance Manager will advise on the various options to pay cost of holiday.

5. Preparation and Planning

5.1. The following 3 SPC forms need to be completed as part of the planning for a person's holiday:

1. Holiday Planning form – Person supported (Appendix 2)
2. Holiday Planning form - Designated centre (Appendix 3)
3. Holiday Resource form (Appendix 1)

The questions on each form will guide the team and PIC through the planning of the holiday with the person supported.

5.2. The PIC and support team can use different methods of payment for booking the holiday, e.g. SPC debit card through finance department, swirl card, contact made with accommodation over the phone to provide invoice which will be paid by the finance team prior to departure. Keyworker needs to link with finance department to discuss.

Prior to booking a holiday the PIC & Keyworker will complete a risk assessment identify any risks, including potential health risks, and determine whether these risks can be minimised or mitigated to allow a holiday to proceed.

5.3. All relevant existing health and /or other risks should also be reviewed bearing in mind the holiday destination, environment, planned activities etc. and risk assessments completed/amended accordingly.

5.4. The following information should be ascertained and compiled in a written document prior to departure: -

- The destination, address and contact details of anybody with whom the supported person may be staying;
- The itinerary and travel details;
- Costs and funding arrangements;

- Health, travel Insurance, visa and vaccination details if travelling abroad;
- Arrangements regarding any medication and how this will be managed;
- The support plan of the person supported including personal care, manual handling, risk assessments and how these will be managed;
- Any particular arrangements for equipment such as hoists and wheelchairs;
- Any special dietary requirements;
- Emergency Governance phone numbers, family contact numbers and other will be documented in the risk assessment.
- Information about the area of destination relating to hospitals and medical cover.
- An emergency plan including arrangements for emergency medical cover, if required i.e. if abroad. The emergency plan may include: -
 - Procedures for money to be sent to holiday destination if required
 - Back up team member who is able to travel to the holiday destination at short notice
 - Arrangements in the event that an employee may need to return home with a person supported or to accompany them to hospital etc.;
- As part of completion of Holiday planning form for designated centre the PIC has to consider employee levels calculated with reference to working shift patterns, level of dependency, health and safety and working time requirements.

5.5. Records during Holidays

- It is the responsibility of the support employees to link with the staff team of the relevant designated centre to ensure daily notes are uploaded for each person during holidays on the DMS.
- All employees supporting a person during holidays must link with their line manager/employee team in the designated centre for reporting on DMS e.g. incidents etc.

6.0 Budget

SPC has a Service Level Agreement (SLA) with the HSE on all people supported. Currently this SLA does not allow for a budget for people supported to go on holidays. SPC as a provider has committed to allocate a limited budget towards people supported's holidays, this will be done on a fair and equitable way.

Every person is supported to plan for holidays and breaks in line with their personal finances and means.

6.1. SPC will provide each person supported with a break/breaks based on a nominal amount per year.

6.2. During this break, SPC will ensure that the person supported has all the regular supports they would enjoy if they were not on holiday.

6.3. Any additional costs will be chargeable to the person supported. Such costs may include:

- Any employee supports additional to what is required when the person supported is not on holiday.
- Payment for any overnight/premium pay, which may apply to existing or additional team members arising specifically because of the holiday.
- SPC will carry the usual/regular cost of the support employees accompanying the person supported on holiday.

6.4.1 If a person supported chooses to have additional breaks/holidays he/she will have to review their finances as the additional break has to be funded by the person themselves. This may require a circle of support meeting to discuss and agree on cost.

7.0 Guidelines for employees while on holiday

7.1. People supported should not be unsupervised at any time.

- Extra vigilance is required in relation to water activities i.e. swimming pool, Jacuzzi or hydrotherapy pool;
- Extra vigilance is required in relation to sun protection;
- Employees shall not drink alcohol while accompanying people on holidays/outings;
- Employees are expected to behave in a responsible, professional manner at all times whilst accompanying a supported person on holiday/outings. Any employee who does anything that could endanger the person they are supporting or bring the organisation into disrepute will be subject to appropriate disciplinary procedures;
- Employees are expected to attire themselves in a manner appropriate to their role whilst accompanying persons supported on holiday/outing;
- Employees shall maintain records of all financial transactions whilst on holidays/outings and submit these to the appropriate line manager on completion of the holiday/outing;
- Employees should avoid carrying large amounts of cash whilst accompanying persons supported on holiday/outings and beware of pickpockets and mobile phone thieves;
- Employees should keep accommodation locked whilst out and valuables should be secured safely.
- A lead employee shall be identified daily to lead out on decision making;
- On departure, the accommodation shall be returned to the owner/hotel in an appropriate manner and all damage and breakages shall be reported to the owner;

Holiday Resource Form



Holiday details									
House Name									
People Supported/Person Supported									
Date of Request									
PIC/Team Leader									
Employee proposing/Contact for Holiday									
Accommodation									
Date of Departure									
Date of Return									
Accommodation requirements - Type									
No of Rooms									
Payment Method									
Cost									
Employee Costs									
	House Roster			Holiday Roster			Roster Impact		
Employee Name	Day	Night	Slpovr	Day	Night	Slpovr	Day	Night	Slpovr
Transport Costs									
Mode of Transport									
Cost									
Cash Requirements									
Person Supported									
Employee									
Approval									
Position	Name						Date		
PIC/Team Leader									
CSM									
DOS									
Finance									

Holiday Planning Form – Person Supported



Personal Plan	
Name	
Has the holiday been identified at my visioning/monthly meeting with my circle of support? What date was meeting?	
How was I supported to plan for my holidays? (Evidence through monthly review meetings)	
Dates, Destination and number of nights (include address, phone number and cost) of my holiday	
Conditions For Success	
What are the activities, social events that are planned for me during my holiday?	
Who will be supporting me during my holiday?	
How am I travelling?	
What are conditions to make my holiday successful?	
What do I want to bring on my holiday? Make a list on my iPad	
Are there any particular arrangements?	
How much money do I want to bring?	
Have I told my family about my holiday plans?	
Have I all my travel documents that I need for my holiday?	
What preparation/shopping do I need to do for my holiday (e.g. sun cream, medication, special dietary requirements, clothes, equipment, etc.)? Make a list on my I-Pad and plan a shopping day	
Tasks to be completed	
Identify & complete risk assessments required	
Holiday Resource Form	Commence completing the holiday resource form and plan a meeting with PIC
Medical Emergencies	
Please provide details of GP and Hospital near your holiday destination	

Approval		
Position	Name	Date
PIC/Team Leader		
CSM		

Holiday Planning Form – Designated Centre



House name		
People supported going on holiday.		
How was the person/were the people supported to plan for their holidays? <i>(evidence through monthly review meetings)</i>		
Dates and Destination <i>(including address and phone number)</i> of the planned holiday		
Details of planning for persons holidays		
Team members supporting the person(s) during the holiday		
Roster planning/changes		
Double employment weekly hours of work declaration (HR form)		
Transport arrangements		
Financial planning (person supported cash, house money, etc.)		
Risk management <i>(relevant risk assessments in place, emergency numbers, etc.)</i>		
Arrangements for daily notes		
Approval		
Position	Name	Date
PIC/Team Leader		
CSM		
DOS		
Finance		

Appendix 4 Holiday Expenditure Sheet

Expenditure Sheet

Name: _____

[illegible]

Accessing SPC Private Patient Property Account (PPPA) Pathway



As part of regulation 5: Financial Plan completed as part of annual review. Identify Money in PPPA of Person Supported

Contact Aine Forde (AF) or Pauline Bergin (PB) for balance of PPPA

Convene a Circle of Support Meeting to discuss will and preference of person supported around using funds to improve quality of life. Person supported should always been invited to attend unless they communicate their preference not to.

The value of the spend will determine the number of people that should attend. Persons can participate remotely or in person.

Additional invitees should include: – PIC, Key Worker(s), Family Member, CSM, Community Circles members

Consider inviting an independent advocate if necessary.

When decision made on spend, meeting to be ~~minuted~~ and signed by all parties (template available)

Minutes to be sent to AF who completes form for onward transmission to PPPA Central Unit, HSE Tullamore. Niamh Maher is the contact in AF's absence.

Spend under €5k, SPC documentation sufficient. For spend over €5k, further documentation may be necessary.

Form accepted and checked by HSE PPPA Unit. Funds transferred to SPC Client account following day and confirmed via email to AF/PF

Funds transferred to person supported and staff team to support spend