



# MEMBERSHIP FORM

Everyone who is involved with One-to-One (Enfield) is asked to fill out a form like this. We keep it in the office for the time that you are with One-to-One and for five years after you leave (in case you ask us to give you a reference). You are welcome to come to the office to see your file, and can ask to have anything changed, if you feel it is out of date or wrong.

## 1. Personal Details

<p>FULL NAME</p>	
<p>ADDRESS</p> 	
<p>DATE OF BIRTH</p>	
<p>PHONE</p> 	
<p>EMAIL</p> 	

## 2. Emergency Contact Details

Please give details of someone we can contact in an emergency

FULL NAME	
ADDRESS 	
PHONE 	
EMAIL 	
RELATIONSHIP TO YOU	

Is there anyone else we could contact?

FULL NAME	
ADDRESS 	
PHONE 	
EMAIL 	
RELATIONSHIP TO YOU	

### 3. Your support

Do you live?

- On your own without support
- Supported Living with others
- Supported Living on your own
- With Family
- Adult placement
- Residential Care

How does your support worker help you?

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One-to-One do not provide support. We have minimal supervision whilst out on activities.

Do you need a support worker at activities?

- Yes                       No

Organisation of Support Worker \_\_\_\_\_

Contact Details \_\_\_\_\_

Do you or have you attended a day centre, college or any other placements?

- Yes                       No

If yes, please tell us?

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So that we can get to know your support needs better we would like to contact them and ask them for a reference. Is this okay?

- Yes                       No

#### **4. Getting around and about/Travelling**

Do you use any mobility aids?

- Walking                       Wheel chair                       Other  
Stick/Frame

Do you find it hard to walk or stand for a long time?

- Yes                       No

If you said yes is there anything else you would like to tell us?

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Have you got a freedom pass?

- Yes             No

If yes, what is your freedom pass number

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What transport methods are you happy with using?

- Bus             Tube             Train             Taxi             Walk

Are you happy to use a lift?

- Yes             No

Are you happy to use an escalator?

- Yes             No

Do you travel independently in Enfield?             Yes             No

Do you travel independently outside of Enfield?             Yes             No

Do you only travel on familiar routes?             Yes             No

Do you need help whilst travelling in Enfield?             Yes             No

Do you need help whilst travelling outside of Enfield             Yes             No

If you have help whilst travelling, can you tell us what help you have?

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Will you stay in a group when out?

- Yes       No

## 5. Communication

What is your preferred method of communication?

- Verbal       BSL       Makaton       Symbols

If you are talking to someone new, how do you feel?

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Are you happy to make a phone call?       Yes       No

Are you happy to receive a phone call?       Yes       No

Do you use email?       Yes       No

Do you use text messaging?       Yes       No

Is there anything that makes you scared? If yes what makes you scared?

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What happens when you get scared?

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Is there anything else you really don't like that we should know about?

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Is there anything we need to know so that you can enjoy your time at One-to-One (Enfield)?

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Would you like the activities booklet and newsletter to be sent to you by:-

- Email
- Post

## 6. Health

Do you have a Learning Disability  Yes  No

Do you have Autism/Aspergers/ASD  Yes  No

Are you blind or visually impaired?  Yes  No

Are you deaf or hearing impaired?  Yes  No

Do you have Diabetes?  Yes  No

If you said yes, is there anything else you would like to tell us?

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Do you have Epilepsy?  Yes  No

If you said yes, is there anything else you would like to tell us?

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Do you have a heart problem?  Yes  No

If you said yes, is there anything else you would like to tell us?

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Do you have asthma?       Yes       No

If you said yes, is there anything else you would like to tell us?

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Do you have high blood pressure?       Yes       No

If you said yes, is there anything else you would like to tell us?

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Do you have any other medical conditions we should know about? If yes please can you tell us what they are and how they affect you?

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Do you have any allergies? If yes what happens when you have a reaction to this allergy?

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Is there anything else we need to know about regarding your health?

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Your Doctors details are:-

Name of doctor \_\_\_\_\_

Name of Surgery \_\_\_\_\_

Address

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## **7. Photo Consent**

Are you happy for us to use pictures/videos of you on our website?

Yes                       No

Are you happy for us to use pictures/video which includes you on our social media pages?

Yes                       No

Are you happy for pictures of you to be put in our newsletter?

Yes                       No

## **8. Policies**

The membership form is the following policy and procedure is following this form:-

Travelling to and from activities policy and procedure.

Please sign below to say that you have received and understood this policy and procedure. It is important that you have read this and agree.

Sign \_\_\_\_\_

Date \_\_\_\_\_

## 9. Parent and Carer Consent

One-to-One (Enfield) provide minimal supervision only.

If a support worker will not be coming to activities with \_\_\_\_\_(Add name of member). Please sign to say that you are happy that \_\_\_\_\_(Add name of member) is safe to attend One-to-One activities without support and with minimal supervision.

Sign \_\_\_\_\_

Date \_\_\_\_\_

## 10. References

To get to know you and what your support needs are, we take up two references. Please could you give us with two people who we can contact.

Reference 1

Name

Address

Telephone

Email

Reference 2

Name

Address

Telephone

Email

## **11. Criminal Conviction Declaration**

**THIS SECTION MUST BE ANSWERED**

A criminal conviction (this means that you have been found guilty of a crime) will not necessarily stop you from joining One-to-One. However we do need to know if you have been convicted of a criminal offence. As some of the people who use our services are 'vulnerable adults', and we have a responsibility to protect them. We also have to ask about 'spent' (old) convictions as well as those that are current.

**Do you have a criminal record or any 'spent' convictions?**

Yes

No

If yes, please give details

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## 12. Equal Opportunities Monitoring Form

Completion of this form is optional, you do not have to fill it out, and it does not affect your involvement with One-to-One.

This information is required to comply with our Equal Opportunity policies to ensure that we are treating everyone equally and fairly. It is also helpful in many ways including getting support to achieve our aim of improving the lives of people with learning difficulties and autism who live in the borough of Enfield.

Please tick the relevant boxes to you:

### Gender

Man	Woman	Other
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### Age

Under 25	25-40	40-55	55-65	65+
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### Do you consider yourself to be a person with a disability?

Yes

No

### **If yes please specify**

Visual		Learning Difficulty		Wheel chair User	
Sensory		Autism		Other	

## Ethnic Background

White		Indian	
Black British		Pakistani	
Greek		Bangladeshi	
Irish		Chinese	
Turkish		Other Asian	
Black African		Greek Cypriot	
Black Caribbean		Turkish Cypriot	
Black other		Other (please say)	

Do you consider yourself to be part of any other minority group?

Yes

No

If you said yes it would be useful if you would let us know

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Thank you for filling in this form.



## **Policy and Procedure for the management of risk associated with travelling to and during community activities and for responding to incidents or accidents if they occur**

### **Travelling to and during community based activities.**

#### **1. General Statement**

- a. One-to-One workers escort small groups of people to activities and provide only minimal levels of supervision in the community, on public transport and during activities. Members who attend an activity therefore need to be completely safe in the community in a group with very little supervision. If this is a problem they will need to come with their own support who will accompany them to ensure their safety.

#### **2.1. Members who live independently in their own accommodation with no or very low levels of support.**

One-to-One assumes that these members are independent travellers and will provide minimal guidance on public transport only.

#### **2.2. Members who live in residential or supported living accommodation with daily support or with families.**

For these Members One to One will expect:

A risk assessment and references should be provided at enrolment or prior to activities attended.

- One-to-One must be informed **immediately** of any changes to the member that may affect their risk

assessment. This should be on the support providers' headed paper.

- An emergency contact number for any member whilst activities are ongoing.
- If the main supporters are family they will need to sign the One-to-One support agreement saying that they are happy that they're relative will be safe attending activities.
- If the Member is not safe in the community or using public transport or for any other reason they pose a risk to others, **then they must come with their own support to ensure that they and other members from One-to-One are safe.**

### **3. Procedures that will be followed by One-to-One workers escorting groups to community activities using public transport.**

#### **Before the trip**

- Workers will ensure they have the directions and have researched any potential transport problems and solutions before they go on the trip.
- Workers who lead groups will collect the attendance sheet with the members names and contact details of all members attending including their emergency contact number.
- Workers who lead groups will be shown copies of individual risk assessments on a need to do so basis prior to activities.
- Workers will collect a first aid kit from the One-to-One office to take on the trips.
- The lead worker will carry a mobile phone in case of emergencies.

- The leader worker will take the admission fee (when necessary) and £60 from petty cash on a trip to be used for emergencies for example paying for a taxi for a member to return home. (Members will have to pay this back to One-to-One as soon as possible).
- All members on the trip will be given a card with emergency details with the contact number of One-to-One's sessional worker on the trip in case they get lost or go missing.
- Workers will meet at Community house unless members have asked to meet at Edmonton Green.
- The group must leave at the exact time it says on the activities booklet.

#### When travelling

- When using public transport and walking to the venue, one worker/volunteer will enter at the head and the second worker/volunteer will follow the group to ensure that all members are safely on board.
- When using public transport both workers must be close to the group.

#### Generally on the trip

- At the venue sessional workers are there to support members and should be with them at all times. If you need to leave the group for, however small a time, you need to tell the other member of staff.
- Break and lunch for workers will be spent with the members.
- Activities will be generically risk assessed and workers will be given guidance to be followed with each activity.
- In an emergency a One-to-One manager will be accessible by mobile phone to give appropriate advice and guidance.

#### **4. Procedure to be followed by One-to-One workers following significant incident or accident.**

- With minor injuries One-to-One workers will attempt to obtain immediate first aid using appropriate local first aider.
- If the member has come with their own support worker they will be expected to look after their service user.
- In the case of more serious injuries workers will call an ambulance by dialling 999.
- The One-to-One support worker will remain with the member and their helper until emergency service arrives. They will not leave the person unattended.
- One-to-One workers will not accompany a member to hospital. They will phone the members emergency contact number who will be expected to arrange for support to go to the hospital.
- If necessary, and for some reason the member is unable to continue the trip then they will be put into a paid taxi and their emergency contact person will be informed.
- If a member has gone missing, the lead worker will seek assistance from emergency services including the transport police.
- The worker will call the One-to-One on call Manager only when they feel that the casualty is safe or as soon as they are able to do so. The One-to-One on call manager will also call the emergency contact number of the member if a person goes missing.
- All workers after every incident or accident must fill in an incident and accident report form and send it via email to a senior manager.
- They will reassure other members who may be distressed.

### **5.1 Procedure to be followed by One-to-One Managers on Call following incident where member is injured.**

- On receiving a call relating to an emergency the Manager must ensure that workers have followed the above procedures.
- The Manager will contact the service user's family or support service to alert them to the incident.
- If the member is to be taken to hospital will inform the family or support service to take responsibility for supporting the member in hospital.

### **5.2 Procedure to be followed by One-to-One Managers on call following incident where member is lost or absconds.**

- Manager will phone the members emergency contact number and duty social worker.

### **6.0 Actions to be taken by One to One managers as soon as practical after any incident/accident. If serious these actions must be done immediately.**

- The manager will ensure that workers involved accurately record details of the incident/accident on One-to-One's incident/accident log.
- They will ensure copies are sent to necessary people such as member's family, support services and member's social worker, duty social worker and Integrated Learning Disabilities Team Manager.
- If necessary the manager will set up a new risk management meeting with the member's family, support service and invite a social worker if involved to review the risk assessment before the member attends similar activities.

Any accident or incident

- After any incident risk assessments will be reviewed to improve our practise.

## **7.0 Monitoring of incident/accidents by One to One management group and Board.**

### **One to One's Chief Executive will ensure that:**

- This Policy and Procedure is reviewed annually or earlier if a very serious incident occurs.
- The Log of serious incident/accidents is kept up to date and accurate.
- The Log is reviewed by the Board of Trustees at least once a year and is used as a basis for reviewing this Policy and Procedure.
- Any very serious incident/accident is reported to the Local Authority/Safety Executive/Charity Commission immediately.
- All staff and volunteers are given appropriate and relevant training to support this system/policy and procedure.
- Members' family and their support staff sign up to and agree to follow these new procedures and policies.