



The Royal Alfred Seafarers' Society

Belvedere House

Statement of Purpose

Weston Acres
Woodmansterne Lane
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Surrey SM7 3HA
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Email: admin@royalalfred.org.uk



About us

The Royal Alfred Seafarers' Society is a registered charity established in 1865 and incorporated under Royal Charter.

The objects of the Society are:

- To provide, carry on and maintain Homes or housing for the care of aged, infirm or disabled seafarers, their widows or dependants.
- To act as trustee or almoner for granting relief to seafarers as defined above or to the widows or dependants of any such seafarers. (This object is currently held in abeyance.)

On New Year's Day 1867, "The Belvedere Institution" at Erith in Kent was opened and 11 officers and nine ratings, all ex-merchant seamen, became its first residents. The Society continued to use this site until changing circumstances necessitated its closure and the purchase of the Zachary Merton Convalescent Home in Holly Lane, Banstead, to which operations were transferred in 1978.

In the mid-1990s it became clear that the facilities provided by the Holly Lane premises were outdated and would have to be improved or replaced. In 1999, planning consent was obtained to build a new Home on the Society's nearby Weston Acres estate, where the Society had since 1968 been providing self-contained flats for elderly but independent retirees.

The new Belvedere House opened in March 2001 and since then we have added a further 12 resident rooms to make it a 68 bedroomed nursing care home with a dementia unit within. Recently, totally modernised (2022) to provide large bright rooms with ensuite showers and capacity for couple in interconnecting rooms, and lounges overlooking our 14 acres of beautifully maintained grounds. Additionally on site we have 22 sheltered flats for independent living.

Introduction

This document summarises basic information about Belvedere House for users of our service, people who are considering using our service, and the friends, relatives, carers and representatives of users and potential users.

The Statement of Purpose is written to comply with Regulation 12 of the Care Quality Commission (Registration) Regulations 2009. It can be produced in alternative formats in line with the Accessible Information Standard.

This requires a care service provider to produce and keep under review a statement that describes:

- its values, aims and objectives
- the services it provides to meet the needs of the people who use or might use the service
- information about the organisation, including the full name of the service provider and of any registered manager, together with their business address, telephone number and, where available, email addresses
- the legal or registration status of the service provider, eg a care home with or without nursing designed to provide care and accommodation for older people, people with dementia, etc
- the locations providing the organisation's registered services (where there is more than one).

Information About the Organisation

The person officially registered as carrying on the business of the care service is Captain David Dominy MA, rcds, who can be contacted at Head Office, Weston Acres, Woodmansterne Lane, Banstead, Surrey, SM7 3HB.

The person officially registered to manage the care service is Mrs Alice Mitroi, who is the person in day-to-day control of the care service's operations.

Values and Principles of Belvedere House

The following statements reflect the values, principles and general aims of our care service for seafarers and their dependants.

- To focus on service users. We aim to provide personal care and support in ways which have positive outcomes for service users and promote their active participation.
- To ensure that we are fit for our purpose. We examine our operations constantly to ensure that we are successfully achieving our stated aims and purposes. We welcome feedback from our service users and their friends and relatives, and always listen to and respond to any concerns and complaints they might have about the service.
- To work for the comprehensive welfare of our service users. We aim to provide for each service user a package of care that contributes to his or her overall personal and healthcare needs and preferences.
- To work in partnership. We will co-operate with other services and professionals to help to maximise each service user's independence and to ensure as fully as possible the services user's maximum participation in the community.
- To keep people safe. We are committed to keeping the people who use our services safe from all forms of abuse and neglect and will always work closely with the safeguarding organisations to address any concerns raised.
- To prevent and control outbreaks of infectious illnesses. We follow all updated government and public health guidance to prevent and contain any spread of infectious illnesses such as Covid-19.
- To avoid mistakes. We will try our best not to make mistakes but where we do make them we will be open and honest about them, put them right as quickly as possible and learn how to avoid making them again.
- To meet assessed needs. Before we provide services, we ensure that a potential service user's needs and preferences are thoroughly assessed. We aim to ensure that the care the service provides meets the assessed needs of each service user, that needs are re-assessed as frequently as necessary, and that the care and support provided have the flexibility to respond to changing needs or requirements.

- To provide quality services. We are whole-heartedly committed to providing top quality services and to continuous improvement in the level of the care we offer.
- To employ a quality workforce. Standards for our managers and staff are based on the national occupational standards for the care industry.

Rights

We place the rights of residents who use our services at the forefront of our philosophy of care. We seek to advance these rights in all aspects of the environment and the services we provide and to encourage our residents to exercise their rights to the full.

Privacy

We recognise that life in a communal setting and the need to accept help with personal tasks are inherently invasive of a resident's ability to enjoy the pleasure of being alone and undisturbed. We therefore strive to retain as much privacy as possible for our residents in the following ways.

- Giving help in intimate situations as discreetly as possible.
- Helping residents to furnish and equip their rooms in their own style and to use them as much as they wish for leisure, meals and entertaining.
- Offering a range of locations around the home for residents to be alone or with selected others.
- Providing locks on residents' storage space, bedrooms and other rooms in which residents need at times to be uninterrupted.
- Guaranteeing residents' privacy when using the telephone, opening and reading post and communicating with friends, relatives or advisors.
- Ensuring the confidentiality of information the home holds about residents.

Dignity

Disabilities quickly undermine dignity, so we try to preserve respect for the intrinsic value of those who use our services in the following ways.

- Treating each resident as a special and valued individual.

- Helping residents to present themselves to others as they would wish through their own clothing, their personal appearance and their behaviour in public.
- Offering a range of activities which enables each resident to express themselves as a unique individual.
- Tackling the stigma from which our residents may suffer through age, disability or status.
- Compensating for the effects of disabilities which residents may experience on their communication, physical functioning, mobility or appearance.

Independence

We are aware that our residents who use our services have given up a good deal of their independence in entering a group living situation. We regard it as all the more important to foster our service users' remaining opportunities to think and act without reference to another person in the following ways.

- Providing as tactfully as possible human or technical assistance when it is needed.
- Maximising the abilities our residents retain for self-care, for independent interaction with others, and for carrying out the tasks of daily living unaided.
- Helping residents take reasonable and fully thought-out risks.
- Promoting possibilities for residents to establish and retain contacts beyond the home.
- Using any form of restraint on residents only in situations of urgency when it is essential for their own safety or the safety of others.
- Encouraging residents to access and contribute to the records of their own care.

Security

We aim to provide an environment and structure of support which responds to the need for security in the following ways.

- Offering assistance with tasks and in situations that would otherwise be perilous for residents.
- Protecting residents from all forms of abuse and from all possible abusers.

- Providing readily accessible channels for dealing with complaints by residents.
- Creating an atmosphere in the home which residents experience as open, positive and inclusive.

Civil Rights

Having disabilities and residing in a home can act to deprive our residents who use our services of their rights as citizens. We therefore work to maintain our service users' place in society as fully participating and benefiting citizens in the following ways.

- Ensuring that residents have the opportunity to vote in elections and to brief themselves fully on the democratic options.
- Preserving for residents full and equal access to all elements of the National Health Service.
- Helping residents to claim all appropriate welfare benefits and social services.
- Assisting residents' access to public services such as libraries, further education and lifelong learning.
- Facilitating residents in contributing to society through volunteering, helping each other and taking on roles involving responsibility within and beyond the home.

Choice

We aim to help our service users exercise the opportunity to select from a range of options in all aspects of their lives in the following ways.

- Providing meals which enable residents as far as possible to decide for themselves where, when and with whom they consume food and drink of their choice.
- Offering residents a wide range of leisure activities from which to choose.
- Enabling residents to manage their own time and not be dictated to by set communal timetables.
- Avoiding wherever possible treating residents as a homogeneous group.
- Respecting individual, unusual or eccentric behaviour in residents.
- Retaining maximum flexibility in the routines of the daily life of the home.

Fulfilment

We want to help our service users to realise personal aspirations and abilities in all aspects of their lives. We seek to assist this in the following ways.

- Informing ourselves as fully as each resident wishes about their individual histories and characteristics.
- Providing a range of leisure and recreational activities to suit the tastes and abilities of all residents, and to stimulate participation.
- Responding appropriately to the personal, intellectual, artistic and spiritual values and practices of every resident.
- Respecting our residents' religious, ethnic and cultural diversity.
- Helping our residents to maintain existing contacts and to make new liaisons, friendships, and personal or sexual relationships if they wish.
- Attempting always to listen and attend promptly to any resident's desire to communicate at whatever level.

Diversity

We aim to demonstrate that we welcome and celebrate the diversity of people in our community and in this home. We try to do this by:

- positively communicating to our service users that their diverse backgrounds enhance the life of the home
- respecting and providing for the ethnic, cultural and religious practices of service users
- outlawing negatively discriminatory behaviour by staff and others
- accommodating individual differences without censure
- helping service users to celebrate events, anniversaries and festivals that are important to them.

Safeguarding

We aim to make the safeguarding of our service users an utmost priority and seek to comply with all legal requirements in our safeguarding practices. We therefore work

closely with the local safeguarding adults' board over any issues relating to the safety of its service users from any kind of harm and the CQC where involved.

Quality Care

We wish to provide the highest quality of care, and to do this we give priority to a number of areas relating to the operation of the home and the services we provide.

Choice of Home

We recognise that every prospective resident should have the opportunity to choose a home which suits their needs and abilities. To facilitate that choice and to ensure that our residents know precisely what services we offer, we will do the following.

- Provide detailed information on the home by publishing a statement of purpose and a detailed service user guide/information about the home.
- Give each resident a contract or a statement of terms and conditions specifying the details of the relationship.
- Ensure that every prospective resident has their needs expertly assessed before a decision on admission is taken.
- Demonstrate to every person about to be admitted to the home that we are confident that we can meet their needs as assessed.
- Offer introductory visits to prospective residents and avoid unplanned admissions except in cases of emergency.

Personal and Healthcare

We draw on expert professional guidelines for the services the home provides. In pursuit of the best possible care, we will do the following.

- Produce with each resident, regularly update, and thoroughly implement a service user plan of care, based on an initial and then continuing assessment.
- Seek to meet or arrange for appropriate professionals to meet the healthcare needs of each resident.
- Establish and carry out careful procedures for the administration of residents' medicines.

- Take steps to safeguard residents' privacy and dignity in all aspects of the delivery of health and personal care.
- Treat with special care residents who are dying, and sensitively assist them and their relatives at the time of death.

Lifestyle

It is clear that service users may need care and help in a range of aspects of their lives.

To respond to the variety of needs and wishes of service users, we will do the following.

- Aim to provide a lifestyle for residents which satisfies their social, cultural, religious and recreational interests and needs.
- Help residents to exercise choice and control over their lives.
- Provide meals which constitute a wholesome, appealing and balanced diet in pleasing surroundings and at times convenient to residents.

Concerns, Complaints and Protection

Despite everything that we do to provide a secure environment, we know that residents may become dissatisfied from time to time and may even suffer abuse inside or outside the home. To tackle such problems we will do the following.

- Provide and, when necessary, operate a simple, clear and accessible complaints procedure.
- Take all necessary action to protect residents' legal rights.
- Make all possible efforts to protect residents from every sort of abuse and from the various possible abusers.

The Environment

The physical environment of the home is designed for residents' convenience and comfort. In particular, we will do the following.

- Maintain the buildings and grounds in a safe condition.

- Make detailed arrangements for the communal areas of the home to be safe and comfortable.
- Supply toilet, washing and bathing facilities suitable for the residents for whom we care.
- Arrange for specialist equipment to be available to maximise residents' independence.
- Provide individual accommodation to a high standard.
- See that residents have safe, comfortable bedrooms, with their own possessions around them.
- Ensure that the premises are kept clean, hygienic and free from unpleasant odours, with systems in place to control the spread of infection.

Staffing

We are aware that our staff will always play a very important role in service users' welfare. To maximise this contribution, we will do the following.

- Employ staff in sufficient numbers and with the relevant mix of skills to meet service users' needs.
- Provide at all times an appropriate number of staff with qualifications in health and social care as required.
- Observe recruitment policies and practices which both respect equal opportunities and protect service users' safety and welfare.
- Offer our staff a range of training which is relevant to their induction, foundation experience and further development.

Management and Administration

We know that the leadership of the service is critical to all its operations. To provide leadership of the quality required, we will do the following.

- Always engage as registered manager a person who is qualified, competent and experienced for the task.
- Aim for a management approach that creates an open, positive and inclusive atmosphere throughout the business.
- Install and operate effective quality assurance and quality monitoring systems.

- Work to accounting and financial procedures that safeguard service users' interests.
- Offer residents appropriate assistance in the management of their personal finances.
- Supervise all staff and voluntary workers regularly and carefully.
- Keep up-to-date and accurate records on all aspects of the home and its residents.
- Ensure that the health, safety and welfare of service users and staff are promoted and protected.

The Underpinning Elements

A series of themes both cut across and underpin the aims we have relating to the rights of residents and quality care.

Focus On Service Users

We want everything we do in the home to be driven by the needs, abilities and aspirations of our residents, not by what staff, management or any other group would desire. We recognise how easily this focus can slip and we will remain vigilant to ensure that the facilities, resources, policies, activities and services of the home remain resident-led.

Fitness For Purpose

We are committed to achieving our stated aims and objectives and we welcome the scrutiny of our service users and their representatives.

Comprehensiveness

We aim to provide a total range of care, in collaboration with all appropriate agencies, to meet the overall personal and healthcare needs and preferences of our residents.

Meeting Assessed Needs

The care we provide is based on the thorough assessment of needs and the systematic and continuous planning of care for each resident.

Quality Services

We are aiming for a progressive improvement in the standards of training at all levels of our staff and management.

Facilities and Services of Belvedere House

The management's qualifications and experience.

Captain David Dominy has been the CEO of the Society and Nominated Responsible Individual under the care act 2014 since 2023. Before that he served in the Royal Navy for 36 years.

The relevant qualifications and experience of the Registered Home Manager, Mrs Alice Mitroi are as follows:

- Qualified as a staff nurse in 2013
- 7 years in Nursing Homes, 3 years as a staff nurse and 4 in a management role.
- Adult general nurse and social worker consolidated by a master's in management of health and social care services.

The Home's Staff

The home's total staff establishment is approximately 90, of whom 54 have duties involving direct care for service users.

The Organisational Structure of the Home

Registered Provider:

Captain David Dominy, MA, rcds, Royal Navy (rtd)

Chief Executive Officer

The Royal Alfred Seafarers' Society

Head Office

Weston Acres

Woodmansterne Lane

Banstead

Surrey SM7 3HA

Tel: 01737 353763 E: ceo@royalalfred.org.uk

Registered/Clinical Manager:

Mrs Alice Mitroi RGN MSc

Belvedere House

Weston Acres

Woodmansterne Lane

Banstead

Surrey SM7 3HA

Tel: 01737 360106 E: a.mitroi@royalalfred.org.uk

Deputy Clinical Manager: Mr Damian Walicki RGN MSc

Business Manager: Mrs Karen Goddard

Nursing staff: We aim to always have four Registered Nurses on duty (2 upstairs and 2 downstairs) during the day and two during the night (1 upstairs and 1 downstairs) which far exceeds industry standards.

Care staff: The Care Assistants we employ have completed a National Vocational Qualification (NVQ) in Care at Level 2 or Level 3 or are training towards the qualification.

Housekeeping: The housekeeping is managed by Mrs Shirley Campbell, supported by Miss Louise Watson. We have experienced ancillary staff to take care of laundry and clean your personal rooms and ensure the communal areas are maintained to a high standard.

Catering: The kitchen is run by Mr Matt Goodman. At any one time, the kitchen is staffed by a minimum of one Chef and one Catering Assistant.

Administration: Mrs Lindsay Hood is the Admin Manager and supported by Ms Brigida Gruosso and Mrs Michelle Martin.

Estates: The Estates Manager is Mr Nick Potroanchenu supported by, Mr James Woodcraft, Mr Gan Couttignane and Mr Catalin Buraga.

Health and Wellbeing: The Health and Wellbeing Team arrange social events and recreation within and outside of the Home.

Sheltered Housing and Bar Manager: Mrs Nicole Lyes looks after the welfare needs of the tenants and ensures that the bar is open for you to have your pre-lunch tipple!

Home Trainer: Mrs Sharon Hicks ensures that our staff receive up to date and relevant training that is relevant to their role.

Accounts: Mrs Jantimar Wiggins deals with invoicing, billing and other accountancy matters.

Head Office: Mrs Maria Jobson is Executive Assistant to the CEO and supports the CEO and Trustees of the Management Board.

Staff recruitment: Belvedere House operates a robust recruitment procedure with references and a DBS (Disclosure & Barring Services) check on all staff prior to commencing work. This includes volunteers.

Staff training and supervision are ongoing procedures.

Service Users Accommodated

The home provides care and accommodation for older people. In particular, we provide a service for people with a seafaring background or the dependant of a seafarer. The home takes men and women.

The Range of Needs Met

The home aims to provide a service for older people who require nursing care, including those with a diagnosis of dementia.

Admissions

Under government regulations, potential residents must have their needs thoroughly assessed before entering a home; this is intended to provide each service user with the best possible information on which to make an informed choice about their future.

For potential residents who are already in touch with a social service or social work department, the initial assessment will be undertaken as part of the care management process, but we also need to assure ourselves and the service user that this home is suitable for them.

For potential residents who approach the home direct, appropriately trained staff will make a full assessment of need calling, with the service user's permission, on specialist advice and reports, as necessary.

The assessment will cover the range of health and social needs set out in CQC guidance. All information will be treated confidentially. The assessment helps the staff to be sure that the home can meet a potential resident's requirements and to make an initial plan of the care we will provide.

We will provide prospective residents with as much information as possible about the home to help them make a decision about whether or not they want to live here. We

offer the opportunity for a prospective resident to visit the home, join current residents for a meal and move in on a trial basis.

We are happy for a prospective resident to involve their friends, family or other representatives in seeing the home and the care and facilities we can provide before making the final decision about admission.

If we feel the home is not suitable for a particular person we will try to give advice on how to look for help elsewhere.

If, exceptionally, an emergency admission has to be made, we will inform the new resident within 48 hours about key aspects, rules and routines of the home and carry out the full information and assessment process within five days.

Social Activities, Hobbies and Leisure Interests

We try to make it possible for our residents to live their lives as fully as possible. In particular, we do the following.

- We aim as part of the assessment process to encourage potential residents to share with us as much information as possible about their social, cultural and leisure interests, as a basis for helping them during their period of residence in the home.
- We try to help residents to continue to enjoy as wide a range of individual and group activities and interests as possible both inside and outside the home, to carry on with existing hobbies, pursuits and relationships, and to explore new avenues and experiences.
- All residents are entitled to use the dining room, the communal lounges, other sitting and circulating areas, and the grounds of the home, but those who wish to may remain in their own rooms whenever they like. Residents are encouraged to personalise their own rooms with small items of furniture and other possessions, and we try to follow individual preferences in matters of decoration and furnishings.
- We have regular organised social activities such as coffee mornings, keep-fit, parties, outings, entertainers, events involving other organisations or volunteers, and specialist facilities. We hope that friendships among

residents will develop and that residents will enjoy being part of a community, but there is no compulsion on a resident to join in any of the communal social activities.

- We have facilities including a craft room, library, sensory stimulation equipment, telephones internet access, a bar, outdoor sitting areas and wheelchair accessible routes.
- To assist with the home's social programme, we have 3 health and wellbeing specialists.
- We recognise that food and drink play an important part in the social life of the home. We try to provide a welcoming environment in the dining room and to ensure that meals are pleasant unhurried occasions providing opportunities for social interaction as well as nourishment. As far as possible, we encourage residents to choose where they sit in the dining room, and meals can be served in residents' own rooms if desired.
- Three full meals are provided each day, the menu runs on a 4-week cycle and is changed 4 times per year. We have specials days to celebrate occasions such as Chinese new year, Trafalgar day and national chocolate day. Prior to a new menu being released, residents are invited to a tasting event to enable them to give feedback on new menu items. Residents are always offered a choice at meals, we cater for special and therapeutic diets as advised by specialist staff and as agreed in each resident's care plan, and care staff are available to provide discreet, sensitive and individual help with eating and drinking for those needing it.
- Snacks and hot and cold drinks are available at all times and details of what is available can be found in the residents room. We aim to make all of the food and drink we provide attractive, appealing and appetising, and to mark special occasions and festivals.
- We try to ensure that the home is a real part of the local community, so in principle we encourage visitors to the home such as local councillors, members of parliament, representatives of voluntary organisations, students, school children and others. Naturally, we respect the views of service users about whom they want to see or not to see.
- We recognise that risk-taking is a vital and often enjoyable part of life and of social activity. Some residents will wish to take certain risks despite or even

because of their disability, but we try to ensure that residents are not subjected to unnecessary hazards.

- When a service user wishes to take part in any activity which could involve risk, we will carry out a thorough risk assessment with that individual, involving if they so desire a relative, friend or representative, and will agree and record action which will appropriately balance the factors involved. Such risk assessments will be regularly reviewed, with the participation of all parties, in the light of experience.
- For the benefit of all residents and staff, we have designated the communal areas of the home as non-smoking. Residents who wish to may smoke can use the dementia courtyard or the courtyard off the main lounge.
- We may make a charge associated with some social activities and services; where this applies, the details will be made clear to the service user in advance.

Consulting Service Users About The Way The Home Operates

We aim to give residents opportunities to participate in all aspects of life in the home. In particular, they are regularly consulted both individually and corporately about the way the home is run. We hold regular residents' meetings and menu planning meetings; we offer opportunities for residents to join staff meetings and recruitment interviews. We will consult residents when we make major changes in the home. We will formally ask residents for their feedback twice per year in June and December and will provide a feedback report after we have collated the results. Our objective is always to make the process of managing and running the home as transparent as possible, and to ensure that the home has an open, positive and inclusive atmosphere.

Consultation With Residents And Their Representatives

We try to consult users as fully as possible about all aspects of the operation of the home and the care provided. In particular, anonymous user satisfaction questionnaires twice per year and individual and group discussions.

Fire Precautions, Associated Emergency Procedures And Safe Working Practices

All residents are made aware of the action to be taken in the event of a fire or other emergency, and copies of the home's fire safety policy and procedures are available on request. The home conforms to all relevant government guidance on promoting and protecting the health, safety and welfare of service users and staff.

Arrangements For Religious Observances

Residents who wish to practise their religion will be given every possible help and facility. In particular, we will do the following.

- We will try to arrange transport for residents to any local place of worship if required.
- If asked we will make contact with any local place of worship on a service user's behalf. We can usually arrange for a minister or a member of the relevant congregation to visit a service user who would like this.
- In the public areas of the home, we celebrate the major annual Christian festivals. Residents have the opportunity to participate or not as they wish.
- Particular care will be taken to try to meet the needs of residents from minority faiths. These should be discussed with the manager before admission.
- Relatives, friends and representatives
- Residents are given every possible help to maintain the links they wish to retain with their families and friends outside the home, but can choose whom they see and when and where.
- If a resident wishes, their friends and relatives are welcome to visit at any time convenient to the resident and to become involved in daily routines and activities. Visitors are welcome to join their loved one at meals times (for a small cost), we have a guest room for use (at a cost of £35 per night) and there are many areas in the home where residents may entertain visitors in private.

- If a resident wishes to be represented in any dealings with the home by a nominated friend, relative, professional person or advocate, we will respect their wishes and offer all necessary facilities.

Concerns And Complaints

The management and staff of the home aim to listen to and act on the views and concerns of residents and their representatives and to encourage discussion and action on issues raised before they develop into problems and formal complaints. We therefore welcome comments and suggestions from service users and their representatives, friends and relatives. Positive comments help us to build on our successes, but we can also learn from comments which are critical. We undertake to look into all comments or complaints as quickly as possible and to provide a satisfactory response.

Anyone who feels dissatisfied with any aspect of the home should, if possible, raise the matter in the first instance with a responsible member of staff. It may be that the staff member can take immediate action to respond, and if appropriate apologise. If the complainant feels uncomfortable about raising the behaviour of a particular member of staff with the individual directly, they should approach someone more senior. Any staff member receiving a complaint about themselves or a colleague will try to sort out the matter as quickly as possible.

If anyone who is dissatisfied with any aspect of the home feels that when they raised the matter informally it was not dealt with to their satisfaction or they are not comfortable with the idea of dealing with the matter on an informal basis, they should inform the manager of the home that they wish to make a formal complaint. The manager will then make arrangements to handle the complaint personally or will nominate a senior person for this task.

The person who is handling the complaint will interview the complainant and will either set down the details in writing or provide the complainant with a form for them to do so. The written record of a complaint must be signed by the complainant, who will be provided with a copy, together with a written acknowledgment that the complaint is

being processed, outlining the timescale for responding. The complainant will be informed of their right at any stage to pursue the matter with the CQC and will be given details of how the CQC can be contacted.

The person handling the complaint will then investigate the matter, interviewing any appropriate staff. If it is necessary to interview other service users or anyone else, the complainant's permission will be sought.

Complaints will be dealt with confidentially and only those who have a need to know will be informed about the complaint or the investigation. The investigation will be completed within 28 days unless there are exceptional circumstances, which will be explained to the complainant. As soon as possible the person investigating the complaint will report back to the complainant, explaining what they have found and providing them with a written copy of their report.

The person who investigates a complaint will initiate any action which needs to be taken in response to their findings, will inform the complainant about any action, and will apologise or arrange for an apology if that is appropriate. We hope that this will satisfy the complainant and end the matter. If the complainant is satisfied, they will be asked to sign a copy of the report of the investigation and the action taken.

If a complainant is not satisfied with the investigation or the action taken, they will be informed of their right to pursue the matter with the CQC.

Service User Plan Of Care

At the time of a new resident's admission to the home, we work with the service user, and their friend, relative or representative if appropriate, to draw up a written plan of the care we will aim to provide. The plan sets out objectives for the care and how we hope to achieve those objectives and incorporates any necessary risk assessments. Once a month, we review each person's plan together, setting out whatever changes have occurred and need to occur in future. From time-to-time further assessments of elements of the person's needs are required to ensure that the care we are providing is relevant to helping the resident achieve their full potential.

Every resident has access to their plan and is encouraged to participate as fully as possible in the care planning process.

Rooms in the home

The home has 68 bedrooms for residents, of which all are for single occupation. We have 5 sets of rooms which interconnect and can be used for couples. The residents' private rooms are as follows:

- 15.9m² ensuite 7.0 m² **total 22.9 m²**
- 14.8m² ensuite 6.5 m² **total 21.3 m²**
- 14.8m² ensuite 6.5 m² **total 21.3 m²**
- 22.7m² ensuite 6.1 m² **total 28.8 m²**
- 24.7m² ensuite 6.2 m² **total 30.9 m²**
- 15.0m² ensuite 7.1 m² **total 22.1 m²**
- 17.8m² ensuite 5.4 m² **total 23.2 m²**
- 14.8m² ensuite 7.1 m² **total 21.9 m²**
- 15.2m² ensuite 6.8 m² **total 22 m²**
- Room 45 (With Lounge) 22.4m² ensuite 6.5 m² **total 28.9 m²**
- Room 53 (Small room) 13.2m² ensuite 7.5 m² **total 20.7 m²**
- Room 54 (Garden view room) 17.9m² ensuite 7.3 m² **total 25.2 m²**

The rooms in the home for communal use are as follows:

- 4 lounges
- 1 activity room
- 3 dining rooms

In addition, there are some areas of the home which are generally for staff use only as follows: staff rooms, locker rooms, offices and staff toilets.

Therapeutic Techniques

The home can offer the following specific therapeutic techniques:

- Speech and language therapy
- Mental health team
- Occupational therapy
- Dietitian
- End of life care
- Specialist dementia care

- Sensory activities
- Podiatry
- Massage therapy
- Physiotherapy intervention

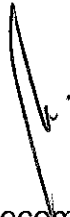
Privacy And Dignity

The home places a high value on respecting the privacy and dignity of the people who live here. The detailed measures we take are set out in the paragraphs headed respectively Privacy and Dignity at the beginning of this document.

Review Of This Document

We keep this document under regular review and would welcome comments from service users and others.

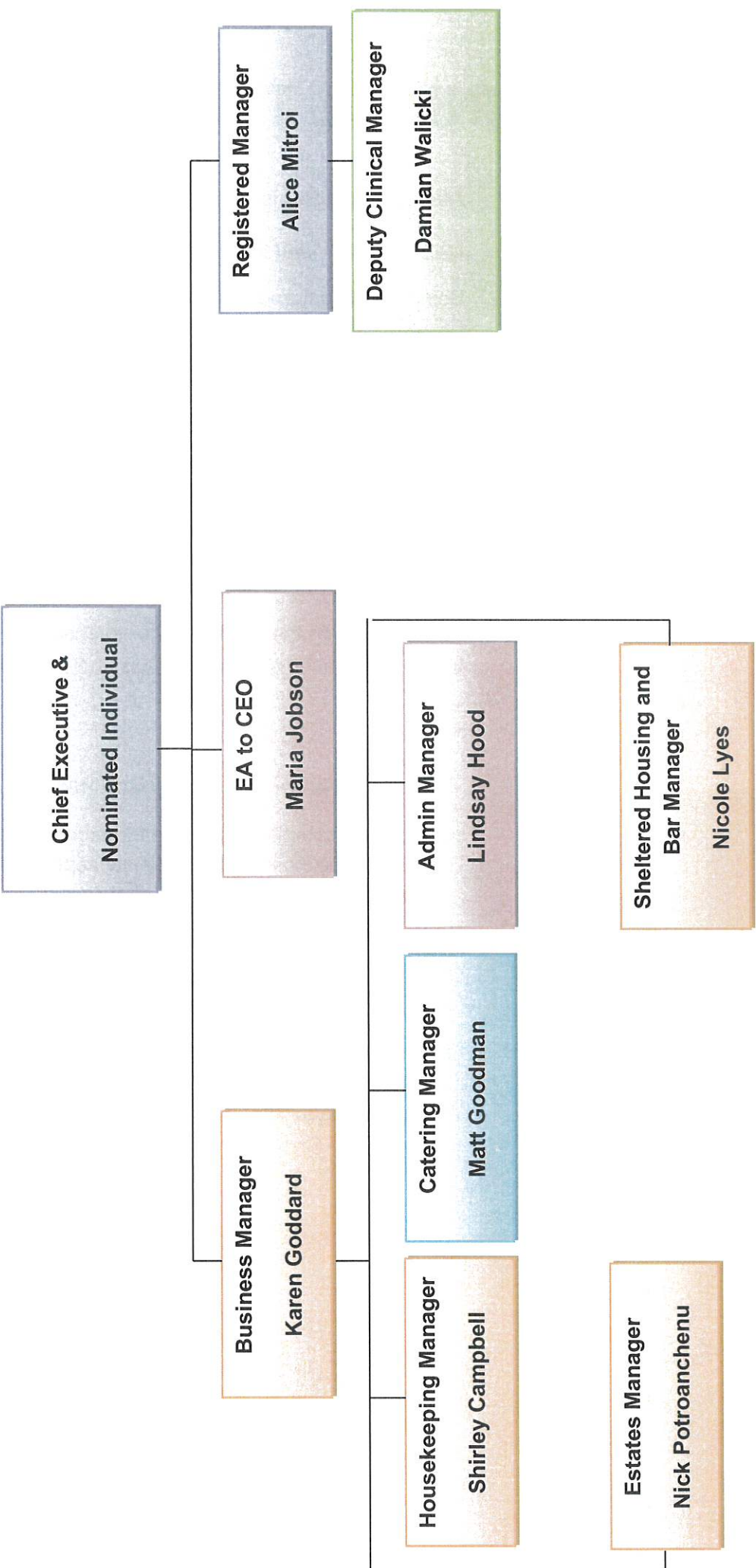
Signed: Alice Mitroi RGN MSc



Date: 20th December 2023

Review date: March 2024

The Royal Alfred Seafarers' Society Management Organisational Chart



CLINICAL TEAM

Alice Mitroi – Registered Home Manager



I am Alice and I am the Registered Home Manager.

Being the Registered Home Manager means that alongside the CEO (Nominated Individual) I am the person responsible to ensure that we comply with all CQC regulations, and no day is the same.

As a brief overview, I recruit staff, deal with annual leave requests, arrange rotas, deal with any complaints /feedback from staff, residents, visitors, assess possible residents, complete payroll, deal with staff sickness, chair meetings, deliver reports to Local Authorities, report to the CEO, make sure there are adequate staffing levels and 'advocate' for staff and residents.

I also liaise with the Home Trainer to ensure compliance with training and that everyone is receiving the training they need.

Damian Walicki – Deputy Clinical Manager



I support the Registered Home Manager in the day to day running of the Home with all clinical aspects (audits, rotas, staff recruitment) and I also support the Care team (care assistants, staff nurses and health and wellbeing team).

My working hours are usually supernumerary so I am there; ready to step in whenever my team needs me.

Part of my role is being the Infection Control Lead at Belvedere House so I make sure that we are compliant with all Infection Control procedures.

NON - CLINICAL TEAM



Karen Goddard – Business Manager

I have overall responsibility for anything non-clinical – the Estates Manager, Catering Manager, Admin Manager, Housekeeping Manager, Accountant and Sheltered Housing and Bar Manager all report into me. I also support the CEO in various Head Office functions such as budget planning, pension services, payroll, health and safety, website management, social media management and PR.



Nicole Lyes – Sheltered Housing and Bar Manager

I am responsible for overseeing the welfare of our tenants who live independently in our flats, this includes liaising with the relatives of the tenants. I work with the estates team to ensure that the flats are well maintained, refurbished when necessary and re-let when available.

I am also responsible for the smooth running of the bar in Belvedere House. The bar is a very popular spot amongst tenants, residents and visitors; it is a great place to come and chat.



Nick Potroanchenu – Estates Manager

The manager of an estates team four in number. Together the team manages, plans and carries out nearly all repairs to the buildings at the Weston Acres Estate, both for tenants and residents.

The team to carry out refurbishments and modernisation of rooms flats etc. as necessary. Additionally, prescriptions are taken and collected from the pharmacies; residents are taken to doctors, dentists' and hospital appointments. This is done using Belvedere House's own vehicles. I also manage the grounds of the Home. The estates team together with the visiting team of gardeners to maintain and continually develop to make them the asset they are.



Shirley Campbell – Housekeeper

The housekeeping team consists of myself, Assistant Housekeeper – Louise Watson and 13 other members of Domestic staff.

I am responsible for the ordering and distribution of cleaning supplies and linen and for the ordering of uniforms for new and existing staff.

My team are responsible for the cleaning of Belvedere House and Weston Acres and provide an in-house laundry service for residents and the Home. The team provide clothes labelling service and supply toiletries for the residents when requested. We are responsible for the setting up and serving of food etc. at functions and meetings.



Matt Goodman – Catering Manager

I am responsible for the catering team consisting of chefs and Kitchen Assistants. The catering team ensure our residents receive a nutritiously balanced & varied menu for our residents. Our talented chefs and kitchen assistants follow all food safety guidelines and will provide high quality service in ensuring our residents receive the best food and dining experience. We cater for many different residents needs for example textured modified diets, intolerances and allergens etc. we ensure there is always plenty of options available for our residents throughout the day and night which will consist of sweet and savoury food items along with snacks.



Lindsay Hood – Admin Manager

I manage the admin team, who are the first point of call for any new/potential resident or member of staff, professionals and relatives. We deal with all the pre-admission paperwork and admin for a new resident. Our recruitment administrator deals with all the recruitment of new staff and volunteers and their induction.

We support the Home Manager, Business Manager and Belvedere House staff in all admin aspects.



Maria Jobson – EA to CEO

As EA to the CEO I support the CEO and the Trustees in the governance of the Society. I work closely with the CEO and his team to provide the highest standard of confidential EA duties, administrative and project support to the CEO to enable the smooth and effective running of the Society.

I will act as an ambassador and advisor for the CEO liaising with all key stakeholders both external and internal to the Society; discretion, diplomacy and a full understanding of confidentiality is required, along with an understanding and respect in the traditions and history of the Society.



Jantimar Wiggins ACMA - Management Accountant

I am a chartered management accountant, daughter of a retired merchant navy seaman and granddaughter to an ex Wren who served in WWII.

I am responsible for the day to day aspects of the finances which includes raising fee/rent invoices and ensuring direct debits are paid monthly. I am also responsible for making sure we receive the correct funding from the various local and NHS authorities involved. I also set up payments to our various suppliers to maintain the constant smooth running of the home.

I report to the CEO and the management team so that they can monitor the societies' financials closely as well as make sure our annual financial audits run smoothly before each year's AGM. I also look after the residents' personal spending accounts (PSA), making sure that it is kept up to date weekly and adequately topped up when account balances run low.

UNIFORMS WORN BY STAFF IN BELVEDERE HOUSE



CLINICAL (HOME) MANAGER



DEPUTY CLINICAL MANAGER



FEMALE STAFF NURSE



MALE STAFF NURSE



FEMALE CARE ASSISTANT



MALE CARE ASSISTANT



HOUSEKEEPER & DEPUTY HOUSEKEEPER



FEMALE GENERAL ASSISTANT



MALE GENERAL ASSISTANT



CATERING MANAGER



CHEF



KITCHEN ASSISTANT



HEALTH & WELLBEING SPECIALIST



MAINTENANCE
TECHNICIAN AND DRIVER