

## Criteria For Admission

CRUMBS provides skills based training and personal development to men and women who have a mental health issue, learning disability, head injury or stabilised drug or alcohol addiction who ultimately wish to gain paid/ voluntary employment, and/ or further education.

All persons wishing to join the Programme must fulfil the following criteria:

- 1. Demonstrate commitment:** Prospective Trainees must want to attend Crumbs Café or Crumbs Bakery. Attendance shifts will be agreed: these will be a minimum of two per week to start with: more will be added at a later date if required. Consistent time-keeping will be important.
- 2. Have basic Literacy and Numeracy skills:** Prospective Trainees must have some understanding of how to read and follow written instructions i.e. a recipe or menu and also have a general understanding of money and coin recognition.
- 3. Demonstrate a willingness to learn:** Trainees must be willing and able to learn, follow instruction and accept supervision. Examples of this training includes:
  - **Catering skills:** Cooking, baking, soup & sandwich making: allied skills are stock rotation, shortages/ need for re-ordering. Using a dishwasher.
  - **Qualifications:** Basic Food Hygiene/ Health and Safety Certificates: these must be held, or training undertaken.
  - **Vocational skills:** Customer service, using a till, using the coffee machine. Organising leave, reinforcing time-keeping, as required.
  - **Social Skills:** Working as a Team: conversational skills: awareness of body language: areas of responsibility.
  - **Working alone:** All trainees must gradually be able to demonstrate an ability to undertake simple tasks, working on their own.

**4. Have clear aims:** A wish to move on into:

- Employment.
- Voluntary work.
- Further education.

**5. Be involved in planning goals:** Be willing and able to co-operate with setting a Personal Action Plan. Trainees must:

- Be willing to attend three-monthly appraisal meetings with their Referring Agent and Crumbs Key Worker.
- Be willing to help set clear goals. A minimum of three realistic goals, achievable each period.

**6. Be able and willing to perform personal care needs: unaided:** Able to perform unaided:

- Personal care needs (using toilet facilities, washing hands, changing clothes).
- Be able to use stairs unaided.
- Self-medication: Trainees need to be responsible for their own medication; its safe storage and use.
- Transport: able to travel to and from the Café or Bakery and be responsible for their own personal safety.

**7. Be willing and able to work in a Team:** To have an understanding of:

- A consideration of other people's feelings.
- Whilst being helpful to someone with a problem, have the ability to resist the temptation to take over other people's work or tell them what to do.
- A willingness to take turns at the different jobs around the Café or Bakery.
- Be willing to accept supervision.

**8. Be willing to show respect:**

- Work to communicate in a respectful way with others.
- Abstain from racist, sexist, or ageist remarks.
- Aim to be pleasant to customers, staff and co-workers at all times.
- Use language, tone and topics appropriate to the workplace: be especially careful not to offend anyone.
- Avoid swearing, shouting or offensive gestures or remarks.

**9. Have the stamina to participate up** to five hours per day at the Cafe and 2 hours each session at the Bakery.

### 10. They Must NOT:

- Be a danger to themselves, or others.
- Have a recent history of violence to themselves or others within the past 12 months: a history of violence must be disclosed: a decision regarding admission will be made after an investigation and risk assessment have taken place.
- Be dependent on drugs or alcohol within the past 12 months: a history of substance abuse must be disclosed.
- Alcohol and non-prescriptive drugs will not be allowed on the premises: any person found under the influence of alcohol or non-prescriptive drugs will not be allowed to continue with their training.

## Additional Information

### Vacancies

1. **Bournemouth Residents:**

All trainees fulfilling the above criteria will be accepted subject to there being a vacancy on the Training Programme. Where a place is not available, they will be asked to join a waiting list

2. **Out-of-Borough applicants:**

Residents living outwith the Bournemouth Borough Council boundary are welcome. Please get in touch with our **Training and Development Manager** on **01202 519320** or email **ursulab@crumbs.org.uk**

### Examples of common referral agencies:

Learning Disability Teams

Community Mental Health Teams

Community Employment Services

Social Services

Addiction Services

Private Landlords.

Housing Associations

GP's

Voluntary Organisations

Self-referral is possible: Please discuss this with us.

### Important

The Trainee Application Form should be filled in as completely as possible, giving all relevant information. A current Care Plan and Risk Assessment should also be included with the application form.

The prospective Trainee will then be invited to have a look around the Café or Bakery, if suitable they will be invited to attend some taster sessions.

Suitability will be assessed on the prospective Trainee's needs and ability to fulfil the criteria. If the prospective Trainee, Staff and Referring Agent are happy to continue, an interview will be arranged.

During the interview, attendance days will be discussed and future goals established.

- **Trial period and reviews:** All Trainees fulfilling the above criteria will be admitted for a trial period of four weeks, during which time both sides may terminate the agreement for whatever reason. After this date a review will be held, to be attended by the Trainee, their allocated Key Worker from Crumbs Café or Bakery and the Referring Agent. The Trainee will then be asked to sign a six-monthly training agreement. Reviews of progress will take place after a further three months and then three-monthly thereafter.

**Please note that referring agents MUST attend their client's three-monthly reviews.**

- **Changes in situation:** Changes in personal circumstances, mental health, personal ability etc. may mean that a person no longer fulfils the criteria either on a temporary or a permanent basis. Unless there is a situation which presents a danger to themselves or others, a meeting will be held where the placement will be discussed. The placement may be retracted, usually on a temporary, or more rarely on a permanent basis.

The Crumbs Project 2016