



# **Planning Social Activities**

**Revised April 2013**

## **PLANNING SOCIAL ACTIVITIES**

### **Purpose**

To define the procedure for planning social activities for Service Users, to enhance their social, religious and spiritual needs.

### **Responsibilities**

Activities Co-ordinator and manager

### **Procedure**

The Activities Co-ordinator or manager will plan activities on a regular basis. They may be whole day events or just morning-only or afternoon-only activities.

Activities may include sing-songs, quizzes, tom bola / bingo, games and visits to the Home by craft organisations, the Mobile Library, etc.

The Activities Organiser or manager is responsible for consulting Service Users, Key Workers and Care Staff to ascertain the activities required. These will be suggested through due consideration of activities that are not only popular and enjoyable for the Service Users but also encourage and promote mental and social stimulation.

Monthly meetings with service users will take place and can be classed as an activity of open communication.

The home encourages community networking, including; local schools and colleges, arts and craft facilitators, local companies, youth programmes, etc.

Activities will be well advertised and service users will be reminded of up and coming events/activities. Family and friends of service users and staff will be encouraged to join in where possible.

Activities and events will be risk assessed appropriately and a record of attendees will be documented.