



What we do at Little Gate Farm...

Little Gate Farm is a registered charity, that was born out of a vision to enrich the lives of learning disabled and vulnerable children and adults, equipping them with skills to improve their wellbeing and better their future.

Little Gate Farm is a 46 acre farm, that is half pasture and half ancient and semi-ancient woodland, in East Sussex high weald area of outstanding natural beauty. It has been owned by the Cordell family since the 1960's as predominantly a sheep farm, but now, Little Gate Farm is home to an array of different farm animals and wildlife and is the ideal place to learn new skills.

Work trainees

Learning disabled adults that come to the farm are called our Work trainees. The farm work trainee program offers Learning Disabled adults the opportunity to gain new skills and grow in confidence. Our Work trainees gain work experience whilst looking after the farm, caring for animals, making craft and working on our horticulture project to grow and cook their own produce. We also work in the woodland, learning how to manage it and conserve the wildlife and work trainees learn how to use traditional methods to make woodland products.

Supported Employment

Helping Learning Disabled adults into employment is the main focus of our work at Little Gate Farm. We know that work brings financial benefits and improves self-esteem, physical and mental health and friendship.

We offer a Supported Employment Programme for Learning Disabled Adults. We work closely with Employers and with Learning Disabled adults and their families to find appropriate job opportunities in the local area. Our Employment Support Workers help Learning Disabled adults in the workplace until they are confident enough to work independently.

We do not rush this process and during their time at the farm each individual work trainee will work towards goals and develop both practical work skills and personal qualities that are individual to them and are linked with their own interests and career aspirations.

For more information on supported employment please speak to Claire at the farm on: 01797 260125 07811464202



Work trainee application form

Important – This form must be completed in full

Today's date _____

Start Date _____

Please provide 2 x passport sized photos with your application

Contact Details

Full name: _____

Age: _____

Date of birth: _____

Address: _____

Post code: _____

Tel number: _____

Email address: _____

Previous school/ College _____

National insurance number _____

Do you live:

Alone Supported Living With family other, please give details.....

Parent/ carers details

Full name: _____

Address: _____

Post code: _____ Tel number: _____

Email address: _____

In what capacity do you know this person: _____

How long have you known this person _____

Emergency Contact Details

Name : _____ As above _____

Telephone No: (Home) _____ (Mobile) _____ (Work) _____

Relationship to person: _____

2nd emergency contact _____



Next of Kin (if different from above)

Full name: _____

Address + Post code: _____

Telephone No: _____

Email address: _____

In what capacity do you know this person: _____

Support team

Adult social care team (circle if known): Learning disability team, transitions, neighbourhood support team, unknown

Contact Details of social worker

Tel number: _____

Email address: _____

In what capacity do you know this person: _____

Invoice details

Department/ person to invoice _____

Address _____

Contact number _____

Benefit information

(Please circle all that currently apply)

Job seekers allowance, Employment Support Allowance, Income Support, Universal credit, Disability living allowance or Personal independence payment, Severe Disablement Allowance, Housing Benefit, Council Tax Benefit, Working Tax Credit, Child Tax Credit
Other _____

If you are not receiving any benefits currently or would like benefits advice please tick this box:



Official documents:

(When starting employment you will need to prove your identity and my require a DBS if working with children or vulnerable adults please circle the current documents you have)

Passport, Photo Driving licence, Birth Certificate, Benefits Statement, Bank Account Statement, Utility Bills, Marriage Certificate or Civil Partnership Cert, P45 or P60, EU National ID card,

Information regarding medical conditions

Name of your doctor: _____

Doctors telephone number: _____

In order to work on the farm you will require an up to date Tetanus immunisation. This information can be normally be obtained from your GP. Up to date Tetanus Yes/No

Do you smoke? Yes/ No

Are you affected by any of the following conditions? If so please elaborate.

- Disability affecting mobility Yes/ No
- Visual Impairment Yes/ No
- Hearing Impairment Yes/ No
- Diabetes Yes/ No
- Heart condition Yes/ No
- Temp disability after illness/accident Yes/ No
- Mental Ill health Yes/ No
- Allergies Yes/ No
- Epilepsy Yes/ No
- Asthma Yes/ No
- Learning disability Yes/ No
- Autism/Asperger's syndrome Yes/No
- Acquired Brain Injury Yes/No
- Substance Misuse Yes/No
- Prada willisYes/No
- Any other medical condition not stated above. Yes/ No

Little Gate Farm, Horseshoe Lane, Beckley, East Sussex TN31 6RZ Tel: 01797260125

Registered Charity (CIO) LITTLE GATE FARM number: 1153584 www.littlegatecarefarm.co.uk
: littlegatecarefarm@gmail.com



If you have answered yes to any of the conditions above please provide more information below

Please give details of any regular medication required and whether you are able to self-administer e.g. asthma inhalers.

We do cook at the farm, therefore do you have any special dietary requirements e.g. vegetarian, gluten free, wheat free, dairy free?

Are there any foods that affect behaviour and therefore should be avoided?

Please provide full details of support plans relating to mental health and or epilepsy and any other health conditions which may impact on your involvement here at Little Gate Farm i.e. Personal care needs, Emotional/behavioural

Please let us know if you are concerned about participating in any physical activity.



Behaviour

Please provide full details below, including strategies used and any other relevant information regarding behaviour management, including plans and/ or risk assessments. The more information the better.

Are there any risk issues that may impact on your placement here: please tick those that apply?

Absconding Yes/ No

Aggression towards others Yes/ No

Poor impulse control Yes/ No

Any other behaviours Yes/ No

If so please enclose a current behavioural management plan and or risk assessment and the best ways to respond to such behaviour

Have you/the person applying any unspent criminal convictions or bind-overs, any cautions, warnings or reprimands, if so please give details



Communication

What's is your/their main means of communicating _____

How do you communicate? (Please circle as appropriate)

I use speech Yes/ No

I can sign Yes/No (please tell us the signing system you use) _____

I can point to: objects/ pictures/symbols/words

I use a communication aid Yes/No

I use my own gestures (please tell us what these are) _____

Other _____

Do you need any support to complete tasks or follow instructions?

I can follow verbal instructions Yes/No

I need verbal instructions to be supported with key signs Yes/No

I may need to follow a sequence of pictures to carry out a task Yes/No

I understand/can read: photos/objects/symbols/written words (delete as appropriate)

Transport to and from the farm

As we promote independence at Little Gate Farm and we want all our work trainees to be able to come to the farm, transport can be arranged in a variety of ways. By car, public transport (there is a bus into the village) or picked up from main stations on set days. Speak to Claire for more information on 07811464202

We do also have a mini bus that picks up work trainees in the morning and takes them home at the end of the day. Do you require transport in the Little Gate Farm mini bus? Yes/ No

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Are there any parking restrictions at your home Yes/ No, if so where should we pick up from:

If the trainee asks to be dropped off at an alternative place to their normal drop off, if this ok

Yes/No

Photo Consent

Photo Consent: from time to time we may take photographs or video recordings for publicity purposes. These images may appear in our printed publications, on our website, facebook or blog.

If you are happy to give permission for the use of your images and voice in Little Gate farm documentation, audio recordings, website publicity, video and any other media used in its promotion then please state below:

I am happy for photographs/recordings to be used Yes/No

Any other information

If there is any other information you feel would be relevant please document below, please also include any care plans, behavioural management plans or review reports as they enable us to be able to create person centred plan and support you better.

Are you happy for us to contact your parent, with information about you or that may affect you Yes/ No

Are you happy for us to give out any information about you, if your parent/ carer contacts us Yes/ No

Please provide additional information:

Holiday and Sickness Policy

Little Gate Farm runs all year round, closing only over the Christmas period and bank holidays.

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If a trainee is ill or on holiday, then we will still charge for these days. This is because we reserve/hold a place for each trainee that attends. Work trainees should inform Little Gate Farm of any holidays and call into the farm in the event of sickness/absence a.s.a.p.

We charge a notice period of 4 weeks, for trainee's that would like to leave the farm. This excludes the 6 week trial period.

KIT LIST

- Wellies – Essential
- Waterproof jacket – Essential
- Packed lunch. We do have a kettle and microwave that can be used
- Walking boots
- Insect repellent
- Sun cream
- Water
- Warm clothes – jumper, change of clothes if it is wet
- Spare clothes –change of clothes if it is wet

Any questions please call Claire at the farm on: 01797 260125 07811464202

Application Declaration

I declare that the information I have provided in support of this application is complete and true. ***If any of this information changes I will inform Little Gate farm.*** I understand that if I fail to disclose the relevant information, or give false information, that it may lead to the placement at Little Gate Farm being terminated. If any of this information changes I will inform Little Gate Farm.

Personal data provided by you on this form is treated in confidence and complies with the requirements of the Data Protection Act 1998.

I agree that the above personal/medical information relating to myself may be disclosed to Little Gate Farm staff and appropriate agencies; employer, social work team etc.



Signature:
Full Name:
Date:

Please return the form to Claire Cordell at:

Little Gate Farm

Beckley

East Sussex

TN31 6RZ

Or hannah@littlegatecarefarm.co.uk / littlegatecarefarm@gmail.com