



# **HUMBER SOCIAL WORK TEACHING PARTNERSHIP**

*Learn with us. Grow with us.*

## **Humber Social Work Teaching Partnership ADULTS TOOL KIT**

**Thank you to all that have been involved in the development of this tool kit especially to the Experts by Experience and front line social workers including newly qualified social workers**

<b>Tool Kit Contents</b>
Ten Most Important Things for a Social Worker (Developed by Hull University Service User and Carer Group)
<b>Communication Aids</b>
25 Top Tips to Better Communication
Preferred Font Sizes
'How am I Feeling' Scale and Emotion Cards
Cue Cards in Community Languages
Assessing Capacity Flow Chart and MCA Cards
Communication Aid to Capacity Evaluation
Scaling Card – 'I can do'
Professionals cards
Clock face and digital clock
Days of the Week and Weekly Planner
Months and Monthly Planner
Helpful Questions using Solution Focused Approaches
The Advocates Gateway - Responding to Communication Needs in the Justice System - Toolkit list
Jelly Bean Tree
Additional communication aids in the toolkit:- Communicating the basics key ring White board wipe clean and pen Pens and highlighters
<b>Supporting People with Dementia</b>
Suggestions for Visiting Someone with Dementia
Dementia friendly Physical Environment checklist
My Life Story – Dementia UK
This is Me – Alzheimer's Society and the Royal College of Nursing
My Name is - My Life Story, Local Example (Supplied by George carer and Expert by Experience)
Twiddlemuff Pattern
Herbert Protocol – Safe and Found (Briefing, Leaflet and Profile)
Dementia Colouring
Additional dementia aids in the toolkit:- Twiddlemuff Daily living aids Catalogue for people living with dementia Unforgettable Leaflet
Download only The Dementia Guide – Living well after diagnosis <a href="https://www.alzheimers.org.uk/info/20111/publications_about_dementia/790/the_dementia_guide-54k-2017-01-16">https://www.alzheimers.org.uk/info/20111/publications_about_dementia/790/the_dementia_guide-54k-2017-01-16</a> The Memory handbook – practical guide to living with memory problems <a href="https://www.alzheimers.org.uk/info/20113/publications_about_living_with_dementia/349/the_memory_handbook-52k-2016-12-21">https://www.alzheimers.org.uk/info/20113/publications_about_living_with_dementia/349/the_memory_handbook-52k-2016-12-21</a>
<b>Supporting People with a Sensory Impairment</b>
Hints and Tips for Supporting People with a Visual Impairment
Communication Difficulties Following a Stroke

General Tips for Interacting with a Deaf or Hard of Hearing Person
BSL Fingerspelling Alphabet – right handed and left handed
Deaf Blind Block Alphabet
Deaf Blind Manual Alphabet
<b>Note</b> - <i>Having a basic knowledge of signs to enable you to communicate with a British Sign Language user is ok in the first instance, i.e. to gather basic information. However if a Care Act assessment is needed or any other assessment then it is up to the organisation requesting this information to commission an independent British Sign Language Interpreter. Families may offer to sign but this may not be impartial.</i>
Additional aids to supporting people with a sensory impairment in the toolkit:- <ul style="list-style-type: none"> <li>Bump ons</li> <li>Signature Guide</li> <li>Magnifier</li> <li>Table tennis balls</li> <li>Sensory Impairment Catalogue</li>   <li>UV Shields</li> <li>Personal Listener</li> </ul> (The above two items are not in each toolkit please ask your Tool Kit Champion or Sensory Impairment Worker for access to these)
<b>Supporting Carers</b>
My Life Now – Individual Assessment and Planning Tool for Young Carers
Additional aids to supporting carers Download only <ul style="list-style-type: none"> <li>Research into Practice for Adults – carers resources/tools  <a href="http://carers.ripfa.org.uk/overarching-resources/general-resources-for-social-work-with-carers/#swc_tools">http://carers.ripfa.org.uk/overarching-resources/general-resources-for-social-work-with-carers/#swc_tools</a></li> <li>Whole Family Pathway  <a href="https://www.childrensociety.org.uk/sites/default/files/whole-family-pathway_0.pdf">https://www.childrensociety.org.uk/sites/default/files/whole-family-pathway_0.pdf</a></li> </ul>
<b>Supporting People with Mental Ill Health</b>
Template for Advanced Statement – Independent Mental Health Advocacy
Daily Affirmations
Picture Stories
Life is.....
3 keys to a shared approach to mental health assessments
Additional aids to supporting People with Mental ill Health Download only <ul style="list-style-type: none"> <li>Planning your Care Rethink Advanced Statement  <a href="https://www.rethink.org/living-with-mental-illness/rights-restrictions/planning-your-care-advance-statements">https://www.rethink.org/living-with-mental-illness/rights-restrictions/planning-your-care-advance-statements</a></li> <li>Mind – Advanced Statements  <a href="https://www.mind.org.uk/information-support/legal-rights/mental-capacity-act-2005/advance-decisions/#.Wkz48f5SHIU">https://www.mind.org.uk/information-support/legal-rights/mental-capacity-act-2005/advance-decisions/#.Wkz48f5SHIU</a></li> </ul>
<b>End of Life</b>
Adult Attitude to Grief Scale
Example of a National Advance Decision and Statement

Example of a Local My future Care Plan/Advanced Directive
<b>Safeguarding</b>
Modern Slavery Leaflet
Power and Control Wheel – Domestic Abuse
Power and Control Wheel - People with Disabilities and their Care Givers
<b>Supporting People with Substances Misuse</b>
National Treatment Agency for Substance Misuse – Free Mapping Tool
Substances and Choices Scale Brief Intervention Worksheet
Stages of Change – Psychology Tools
Motivation and Ambivalence – Psychology Tools
<b>Person Centre Assessment Tools</b>
Person Centred Thinking Tools
One Page Profile
Important to Me Important For me
What’s Working What’s not working
Good Day Bad Day
Four plus one Questions
Decision Making Profile
Decision Making Agreement
Perfect Week
Presence to Contribution
Who is Important to Me
Changing the Channel
How to Make a Perfect Day
My Best Hopes
Feelings About my Future
Arnstein’s Ladder of Participation
<b>Social Workers in their Role</b>
How to Flourish in Social Work
Top Ten Traits of Emotional Resilience People
Top Tips for Managing Difficult Individuals
<b>Other Useful Information</b>
Useful Website addresses
The Silver Line – Helpline for Older People
Safe Place Scheme
Additional <b>Activity</b> items in the toolkit: <ul style="list-style-type: none"> <li>Button Box</li> <li>Light up ball</li> <li>Stress ball</li> <li>Tumble Tower</li> <li>Colouring pens and pencils</li> </ul>

This tool kit has been developed to aim to give practitioners the tools to communicate with individuals and carers. It is hoped better communication leads to better relationships and a better understanding of what is important to the individual/carer. It is hoped this will lead to better quality of evidence within adult social care assessments and support plans will be based on the outcomes that are important to the individual/carer.

It is important when using the toolkit that items are copied before use and all items used returned to the tool kit.

For social work students tool kits must be returned at the end of the placement and for newly qualified social workers at the end of their first year. This will enable as many people as possible have the opportunity to use the kits. Before handing the tool kit back think about developing your own tool kit with items you have found most useful.

You will be asked to complete an evaluation as part of using the toolkit so the kits can continue to be developed.

Tool Kit Champions within teams will help to ensure the bags are returned in the same condition they were borrowed and the champions will also be available for advice and information on the tool kit.