



THE LANTERN COMMUNITY

“living, learning and working together”

Information Booklet for Short Term Co-workers

Mission Statement of the Camphill Movement

“The Camphill Movement, which was founded in 1940, works to create communities in which vulnerable children and adults, many with learning disabilities, can live, learn and work with others in healthy social relationships based on mutual care and respect. Camphill is inspired by Christian ideals as articulated by Rudolf Steiner and is based on the acceptance of the spiritual uniqueness of each human being, regardless of disability or religious or racial background.”

Vision Statement of The Lantern Community

“In The Lantern Community excellence in social care is embedded in holistic Camphill values and practices. We create life-enhancing opportunities for adults with Learning Disabilities who value and support each other to achieve their full potential by living, learning and working together.”

Introduction

This booklet aims to give you information about aspects of our life and work within the Lantern Community, in order that you have as full a picture as possible of our lifestyle, and its requirements, expectations and demands, before you choose to join us as a volunteer.

Life in the Lantern Community is vigorous, diverse and rich as well as being demanding due to the long hours and the intensity of human encounter. If you are applying you need to be physically and emotionally healthy. Flexibility, openness and a serious willingness to work with Adults with a Learning Disability and other Co-workers and employees in community life is essential. Also we ask you to bring with you a sense of humour, basic cookery skills and good conversational English!

If you have questions or concerns after reading this, we would encourage you to contact us to raise these issues with us before applying, in order to try to avoid any possible misunderstandings in the future.

This booklet should be read before you complete the Lantern Community Application Form. If you wish to join us, please return your Application Form as soon as possible, and print out and keep this booklet for future reference.

We look forward to hearing from you,
With best wishes

The Lantern Community Admissions Group.

The Lantern Community and its surroundings

The Lantern Community is situated at two sites; one in Ringwood and one on the Isle of Wight. The Ringwood site consists of six houses on the estate, and one house in the town of Ringwood. We are situated fifteen minutes' walk from the nearest town of Ringwood, which has a good variety of shops and recreational facilities. We are on a direct bus route both to Poole and Bournemouth. There are many places to visit in the locality both of natural and historic interest and we are close to the coast and the New Forest. London is a two and a half hour journey by coach.

There are also a further two houses at "Seahorses" on the Isle of Wight, in Freshwater. "Seahorses" is an excellent base from which to explore the West Wight by car, bus, and bike or on foot. There is a bus stop right outside our front entrance from which you can go clockwise or anticlockwise around the Island. There are very many foot paths – a major one from Yarmouth to Freshwater Bay runs right through the garden.

The Lantern Community members

The following people are members of The Lantern Community:

Companions (residential)

Those adults with a learning disability who live within the Lantern Community and have a tenancy. There are currently 39 Companions.

Companions (day placement)

Those adults with a learning disability who come to work in the Lantern Community at times throughout the week but do not live within the Lantern Community. There are currently 19 day placements.

Short Term Co-Workers

Generally young people who join the Lantern Community, for usually a year, many from abroad, who live within the Lantern Community and support the Companions. They receive free board etc. and a weekly allowance. We offer approximately 18 short term co-worker placements per year.

Retired Long Term Co-Workers

Co-Workers who have spent many years in a Camphill community, as unsalaried vocational workers, and who have now retired.

Volunteers

A number of local people support the Lantern Community in different ways on a voluntary basis

Employees

There are approximately 75 full and part time employees who work in the areas of care, support, workshops, finance and administration

Your House community and room

If your application is successful, you will be invited to join a house community consisting of other Co-workers and Companions (adults with learning difficulty) and employed staff; our houses vary in size, and have between two and up to eight Companions. They are all very individual in both design and size, with two being very old oak-beamed cottages.

You will have your own room unless you come as part of a couple and wish to share a room together. Your room may not be in the house to which you are attached (the house you work in) but it will be only a short walk away. It may also be necessary for you to move rooms during your stay, depending on circumstance. Your room will be fully furnished and we provide you will towels, bed linen and a duvet. Your room will be your private space throughout your stay but will be passed on to someone else after you go, **so please leave it in the condition in which you found it.**

As stated above your room will be your own private space but it will be within a house shared with others, because of this you will need to be mindful:

- That your music does not disturb others
- That if you meet with friends in your room that you are aware of the noise you are making and any effect on other residents
- That you will be living in a different culture

It is essential that you that you are respectful and open minded towards the life style and the people you meet in the community. It may be very different to the way you were living before.

What do I need to take with me?

Clothing

Please bring clothes which are smart/casual that are in keeping with the professional and important job that you are undertaking. We ask that women wear clothes which do not show their cleavage or naval. In some of our workshops you will be given a uniform or overalls to wear, however when working in the garden you will need some sturdy boots and warm clothes you can get dirty. For formal occasions and Festivals you will need a suit (if you have one, if you don't then not too colourful trousers and shirt will be fine) or for women a smart dress.

Please be aware that England has a maritime climate and here you can expect in the summer temperatures to vary from 15c to 28c (sometimes in one day!) and winter temperatures to vary from 10c to -6c (again sometimes on the same day). The weather can be extremely varied in England but one thing we can almost guarantee is lots of rain, so please come prepared for it.

Paper work

You will need with you:

- Birth certificate
- Driving licence (if you have one)
- Your past addresses going back 5 years
- Marriage certificate (if you have one)
- Any other forms of ID that you have

You may like to bring:

- Musical instruments you can play
- An iPod or CD player for your room

- A lap-top computer (There is a shared computer in each house you may be able to use occasionally. You would need to arrange use within your house community)
- A bible in your own language
- A dictionary
- **An alarm clock**

Your work and duties

Our working life in the Lantern Community allows us to bring order, rhythm and routine into our lives. It is important for us all to have a healthy rhythm of work and rest. The structure of our working day, with the very important time to stop for tea break gives us this opportunity to experience rhythm. By having the same programme each week it gives us a routine, with a knowledge and security of what is to come, what is to look forward to and to prepare for.

Work fulfils our need to be active and experience the World through this activity. Work brings us together; this togetherness and working towards a common cause is a wonderful thing to experience. How together we can create something, achieve something, meet a problem and over-come it, helps to build relationships and build community.

What will I be expected to do?

You will have duties in your house and work to do in your workshop and it is of course most important that you are ON TIME for both.

Duties in each house are different because the support we give to each person is different. The duties you may carry in the house might include:

- Preparing meals alongside companions
- Helping someone brush teeth, shave, cut finger nails and wash
- Helping a companion with clothes and dressing
- Helping companions get ready and go to workshop on time
- Helping companions to have their rest
- Helping them do their physiotherapy
- Organising evening craft or art activities
- Helping someone bathe
- Helping someone organise their finances
- Helping someone tidy and clean their room

The above list is not exhaustive and one must approach ones duties in the house with an eye for what the other people in the house need.

We have at present nine workshops; you will not be working in all of them but might have more than one you work in. When you arrive you will be given a time table, your wishes will of course be considered when this time table is prepared but you may be placed in the workshop which needs your support the most.

The workshops available are:

- Woodwork • Weavery • Seasonal Craft • Café/Shop • Bakery • Plant nursery and estate • Art • Cooking and cleaning • Pottery

A flexible and willing approach to respond to changes in rhythm and routine, perhaps at short notice, is something all of us need to develop. For many new co-workers it may be the first experience of the responsibilities, demands and awareness required in a working environment, and support will be given both from other co-workers, staff and also Companions. The support you offer is very important and is needed for the well-being of all. It is within this supporting of one another that the warmth of relationships between people can be felt.

Please be aware that your programme of work will be demanding, as it is on all co-workers staff and Companions, and will leave little personal time, but will also bring new areas of challenge and opportunity to you.

The daily rhythm

Each house has a slightly different rhythm but most run roughly as follows from Monday to Friday, and on Saturday and Sunday the rhythm is different again. Please note that you will have ONE day off per week.

7.00am Breakfast preparation and support for companions waking up and dressing
7.30am Breakfast, tidying up after and helping companions to brush teeth, shave and get ready for day
8.45am Morning gathering for all in the Lantern Centre
9.00am Workshop
10.30am Tea break (a time to socialise with friends and companions)
12.30pm Home for lunch
12.45pm Lunch, washing up and helping companions to rest or helping with physiotherapy
2.20pm Help companions go to workshop on time
2.30pm Workshop restarts
3.30pm Tea break
5.00pm Home to help prepare supper and help companions to bathe
6.00pm Supper and tidying up after
7.00pm Social, craft or art activities you will be expected to not only join in with these but also organise them.

Some companions will need help going to bed. Sometimes you will need to be responsible till late for the house and throughout the night

Meals

The meals times in the community are very special times which we all are expected to take part in. Mealtimes are the times when information is shared, where friendships are formed, where we laugh at jokes and share experiences we have had during the day. The start of each meal and the ending of each meal is very important. We begin the meal by lighting a candle and saying or singing a grace/prayer. At the end of the meal we say "Thank you for the meal" and put out the candle. We share these moments together of quiet and ask for reverence and respect in these special moments in the day.

Tea break

Tea break is an important time for you to socialise with colleagues and companions and to have a nice cup of tea.

Cleaning

Cleaning is an important part of social therapy and therefore every Co-worker will be expected to care for the environment of the house. You will be expected to take your part in cleaning bathrooms, doing washing, tidying rooms, washing up and drying up to name just a few of the tasks you will have to do. These activities will not always be during workshop time but may also be in evenings and at weekends. We hope that you will be able to see the needs around you and respond to these needs, so that you will not always have to be told what to do! It may be that in your programme of work you will be supporting a Companion in cleaning and tidying their room, or helping them to clean the bathroom and house, or cooking.

House activities

Already we have mentioned craft, social and art activities in the evenings but they compete in time for the other things going on, one for almost every day of the week!

- Monday- Gateway Club- a club for people with a Learning Disability 15 minutes by car from the community which takes place every 2 weeks. Most of the companions love to go and 2 co-workers take it in turns to accompany the companions and support the evening.
- Tuesday- Eurythmy- an art of movement which seeks to make speech and music visible in spatial form. This therapeutic movement takes place every week and the Companions need support from 2 co-workers to attend this.
- Co-Worker House Meeting- This meeting takes place weekly and is a meeting with your House Co-Ordinator and the other Co-workers in your house to discuss the week, and share information and discussion on a variety of topics.
- Wednesday – Companions House Evening – This meeting is for the whole house to meet together to talk about the timetable for the next week, to organise where Companions want to go for Life Skills, to make shopping lists, support companions with their finances and discuss any issues in the house.
- Thursday- Often this is a free evening for the Companions which may need support from you to go for a walk or to the pub for a drink or to play some games, listen to music, sing etc.
- Friday- Companion Social Evening- This is an evening which will need support from all Co-workers. It needs ideas and support from you to create social evenings with the Companions. It could be watching a film, organising some games, storytelling, or doing some drama.
- Saturday – Life skills (see below for further information). Occasionally we hold a community bible supper or a house community bible supper
- Sunday- Attendance at the chapel for the morning service, followed by breakfast. This is a day for outings, or a quiet day at home, or a walk in the forest with the Companions and for your own enjoyment!

Life Skills

Life skills is an opportunity for the Companions to plan what they wish to do on their day off. It is a day which is supported by all Co-workers

The Companions live in group situations with set rhythms. This is the opportunity for them to practice their independence as far as possible in a smaller group situation. It is an opportunity for them to shop and practice financial budgeting and also an opportunity for them to spend time on other activities which they may not usually have time for.

Some suggestions could be:

- Planning, buying the ingredients for, and cooking a meal for themselves and a few friends.
- Making invitations, planning the way the table is set, buying something nice to drink, a dessert.
- Visiting a museum
- Visiting the Library and learning to send an email from there
- Planning a shopping trip, and having lunch
- Planning to meet a friend in town for coffee
- Going to the cinema
- Spending a day on the beach in the summer, taking a packed lunch and some magazines
- A few ladies from a few houses could get together and plan a day out, trying on clothes, having lunch together,
- Have a men's day out, go bowling, or watch football

Plan the day according to personal needs (go to the library, buy shampoo or toothpaste, buy presents)

House Coordinators

They are the first people to turn to for information, guidance and support, and they will be willing to listen to your questions and concerns and assist you with practical advice and help. The House co-ordinators ensure a continuity of care and support for the Companions, and are involved in both the management and day-to-day practicalities of their own house and the Lantern Community. Some House Co-ordinators will be living with you and the Companions in the house; others may live outside the community.

How will know what to do? Will I be trained?

The Lantern Community is a professional social care provider which is subject to contractual and regulatory controls. One of these controls is that all the co-workers who wish to live and work with companions as part of the community must successfully complete our induction program in social care within the first six weeks of their stay. Areas covered are Health and safety, Medication dispensing, identifying and preventing abuse, Communication, First aid, the values of care and support, your role within the community and personal and professional development.

In addition to our induction program you will also take part in a course on holistic support and care (HoSC). The HoSC course runs for about nine months of your stay and is an accredited course in holistic social care that Camphill aims to provide. In addition to these two courses, in the first few weeks of your stay you will be closely supervised and mentored by your House Co-ordinators and Work Co-ordinators in all areas of your work and duties. We put a lot of effort into helping you develop as a co-worker, but it is the responsibility of each one of us to respond inwardly to what the world offers us.

Co-worker support

Every 6 weeks of your stay you will be asked to join a meeting with your House Co-ordinator. This meeting will be your support/ supervision meeting. The meeting is an opportunity for you to get feedback on your work and for you to give feedback to your House Co-ordinator. These meetings are not the only time you will have the chance for this but they are formal and a legal requirement

What community events do I need to know about?

The Lantern Community Meeting

All the members of the Lantern Community are invited to this meeting at which many topics are brought for discussion or shared as information. Artistic or musical contributions are also welcome.

The Lantern Forum

These meetings take place four times a year, to give the opportunity for parents, relatives and friends of the Companions to attend and discuss subjects of interest. Companions are also present, along with staff and Co-Workers.

Morning Gatherings

The morning gathering allows us to begin our working day together, and share information of anything that is happening in our lives. The Companions enjoy it very much, and its value far outweighs the short time it takes in our day. We light a candle, say a verse and sing a song together, and a contribution would be offered each week for one week by each house in turn. This can be talking about the time of year or a festival that is coming up or an interesting topic people would like to share. Co-workers are encouraged to introduce and lead a day when it is their house's turn.

Festivals

The festivals which we celebrate throughout the year are an essential element of our life. They enable us to experience the changing seasons and help to navigate ourselves through the year. The festivals stand out from ordinary daily life. They demand practical preparations, and an open soul to receive their great thoughts and images. We ask that you try to involve yourself with all your strength to truly experience these special moments through the year. These are the special days and times we celebrate together:

- Michaelmas Time
- Martinmas Day
- Advent and Christmas
- Three kings Time
- Candlemas Day
- Easter- Holy Week
- Ascension Day



Spiritual Life in the Lantern Community

Sometimes in the houses we mark the end of the working week by having a special supper together on Saturday evening. Here we try and lift the conversation above our everyday concerns in order to create a more thoughtful and peaceful space in our busy lives. We also listen to, and share a conversation, around a reading from the Bible. Everyone is asked to wear their best clothes to mark this as a special occasion. Around festival times we may have a shared bible evening when the whole community is invited.

Co-Workers will be asked to accompany Companions to the Chapel on Sunday morning. This non-denominational service expresses the essential Christian attitude in which we try to conduct our lives together.

What else do I need to know before I go to the Lantern Community?

Personal (free) time

By arrangement by the your House Co-ordinator, each co-worker has one and a half free days per working week and an additional afternoon together with all co-workers after the HoSC training morning. You may be asked in extreme circumstances, to change the particular day due to illness or emergency or a community Festival. Otherwise you will have 40 hours scheduled work (including the training hours) and are free to join activities and meals during your free time. Usually we will ask you for 2-3 evenings in and also to stay during the night on 3-4 occasions per week—very much depending on the needs in the house. Staying in the house during the night is not usually part of your 40 hour working week unless you are actually needed to get up and support companions. This would be a rare and unusual occurrence.

Your social life

The Lantern Community is right next door to another Camphill Community, the Sheiling School which means there are plenty of like-minded young people with which to share your time. Ringwood and the surrounding area is also full of recreational opportunities. In your social time you are of course free to do as you please but you must bear in mind that you have responsibilities and very late nights and the effects of excessive alcohol will reduce your ability to function properly and responsibly as a Co-Worker.

Laptops, music and televisions

Audio equipment may be used quietly in the privacy of your own room as long as it does not disturb others. **We do not use radios, personal stereos or i-pods in any workshop, kitchens or on the community grounds.** There is a television and DVD player available to use in some houses, however, its use needs to be clearly agreed with the other residents in the house. A computer with e-mail connection is available for your use.

Telephone

You will be required to pay for all your personal telephone calls. An itemised bill will be given to you each month for settlement. Postage charge for personal letters and parcels will also be your responsibility.

Holidays

You will be asked to have holidays through the year, usually at Christmas, Easter and summer. It is not generally possible to have holidays outside of these set periods. This is in order that the life of the community is maintained and that there is sufficient co-worker support for the house communities. Please be aware that the time of your holiday is not an individual choice and that any holiday requests need to be agreed with your house community, your workshops and the Lantern Community as a whole. You are entitled to 4 weeks holiday per year, or 28 days. Or one day off for every 2 weeks worked if you are staying less than a year.

Your Guests/Visitors

Unfortunately at present it is not possible to have overnight guests in houses shared by companions for safeguarding reasons. You may be able to arrange for family or friends to stay in nearby guest houses or B&B accommodation if you would like to have a guest staying. You would need to arrange your holiday time accordingly.

Your personal allowance

Co-workers freely volunteer their work in answer to the needs of the community and therefore are not paid any wages or salary. You will receive £40.00 per week for each week you are here. As all the money spent by the community needs to be accounted for, you will be asked to sign a receipt when you receive it. This arrangement is discretionary and does not imply a contract.

Tobacco, Alcohol and Illegal drugs

If you must smoke, it should not be done in a house or workshop. It is illegal in England to smoke tobacco in an indoor work area. No alcohol or drugs are permitted, either in a person's possession, or consumed in the houses or grounds of the Community.

Anyone found under the influence of alcohol will receive one warning, before a disciplinary procedure is implemented. Anyone found in possession or use of illegal drugs will be dismissed immediately.

Your medical and health care

Medical treatment is available without charge from a local surgery, provided that you register with the National Health Service when you arrive. If you already have a NHS card because you are an English citizen, please bring it with you. As a "voluntary worker" you may claim exemption from NHS charges by filling in form "AG1". This entitles you to six months exemption and must be renewed when it expires. Please ask your House Co-Ordinator to help you complete this form before you commence medical or dental treatment.

We request that if you have a medical condition which we would need to know in an emergency that this is shared with your House Co-Ordinator and our Office. It is also important if you take regular medication for a health condition that you share this information.

Passports/Visa

It is essential when you arrive at the Lantern Community that the office photocopy and keep on record your passport details; this is a regulation. It may be necessary for you to register with the police if you are from a non, EEA country and have had the request stamped into your passport.

It is also important that you are aware it is your responsibility to pay for any fees for you to obtain a visa or extend a visa whilst in the UK. This includes travelling costs if you must return home or leave the country for a short period to obtain a new visa. Remember that if you come to the Community on a tier 5 "charity workers" visa you MUST leave the country on the date shown on your visa.

Travel Abroad

If you wish to travel, for example on holiday, please make sure that you have adequate medical insurance. The Community cannot be responsible for medical expenses incurred whilst you are away in another country, although you are covered anywhere in the UK.

Dental Care

The Community cannot be responsible for the cost of any dental treatment, and it is advisable to have any treatment before you come. Treatment, if chargeable by a dentist, can be extremely expensive and it will be your responsibility to pay for this treatment.

Criminal Records Bureau

It is a requirement of law that all Co-workers are subject to a Disclosure and Barring Service Check, this is in addition to the Police Check or Certificate of Good Conduct you will have sent to us from your national police authority; this check will be done when you arrive. Please ensure you read the additional letter outlining the paperwork you need to bring with you to apply for this check.

Data Protection Act 1998

All personal information kept by the Lantern Community is kept in the strictest confidence. We also request that personal information about Companions is also not shared outside of the community. You will be trained in the area of confidentiality during your induction.

Personal Insurance

The Lantern Community has a policy that will help to replace your clothing and personal belongings in the event of fire, flood or theft, up to a limit of £5,000 overall, with a limit of £1000 on any one item. Claims under £250 are not accepted. We have no insurance cover for contact lenses, jewellery or money.

Holistic Social Care

So far we have looked at your training, the rhythm in the community, personal allowances, holidays and many other areas you need to know about before you join the Lantern Community. However we have not yet said anything of the main task you will be sharing with the other community members of the Lantern—social care.

Joining a Lifesharing Community and the role as a holistic social carer

Should you come to the Lantern Community you will join a group of people who have chosen to support each other in the activity of “Lifesharing”. This is an all embracing description which brings together many layers of community living, including social care.

The activity of a holistic social carer begins internally, developing an inner attitude, and experienced within where we feel our connection to humanity. It is an attitude that radiates from the person, offering the recognition of the other, and an assurance that the Companions have a fundamental right in a relationship to be treated with equality and respect. A holistic social carer is not a “care worker”, who is only there to respond to the material needs of the “client”. A holistic social carer takes account of the soul life of those with whom they live and work, and tries to develop a relationship that, through empathy, establishes a human bond that:

- Trusts
- Encourages
- Supports
- Celebrates
- Empowers

The holistic social carer cannot rely only on the visual results of their work, the “output”, such as the physical care that may be needed by the other. We all want to be “needed” but the “job satisfaction” will not be fully found here, perhaps giving rise to the question “why am I here, what is my task?” It is at this point that holistic social care begins to recognise the invisible nature and qualities of Lifesharing of which they are a part, and to which they contribute. Consciousness of that invisible human thread of mutually supportive and committed relationships is an initial recognition of that which builds Community.

The Lantern Community Admissions Group

January 2015