



## How to set up a placement at Snakehall Farm

### What is The Prospects Trust at Snakehall Farm?

It is not a case of **WHAT** we grow but **WHO** we grow at Snakehall Farm. **WHAT** we grow are vegetables and herb plants to Organic Farmers and Growers certified standards at our 18 acre care farm near Reach in Cambridgeshire which we sell in our farm shop and wholesale to local businesses. We also service and maintain gardens within the community.

**WHO** we grow are our Co-workers (adults with learning difficulties, disabilities and those of varying health needs) and we've been growing since 1989. We provide structured learning sessions for up to 15 Co-workers a day in supported and meaningful work experience sessions in agriculture and horticulture. Uniquely, we teach driving skills on Tilly the Tractor, our New Holland T4 tractor as well as responsibility within a community business. We work in partnership with Cambridge Regional College and the Cambridge Adult Learning Fund to deliver accredited training and we also provide life skills sessions, enabling Co-workers to learn diverse skills such as how to handle money and healthy eating.

We work to a co-operative ethos at Snakehall Farm and take inclusion and choice very seriously. We have monthly Co-worker Committee meetings where decisions are made on future projects and activities, site improvement ideas and anything else that directly affects our Co-workers. We believe that everyone has a voice that should be heard.

Most of our learning is delivered through hands-on sessions in the outdoors with qualified and experienced staff who love to watch people grow into socially confident, knowledgeable and enabled individuals.

Snakehall Farm is easily accessible from Cambridge, Newmarket and all the surrounding villages. We even have our own bus stop right outside our doorstep which many of our Co-workers use to travel independently on the number 10 Cambridge to Newmarket bus.

Our Co-workers are set an Individual Learning Plan which is updated seasonally. This details individual goals and training progression records. Goals our Co-workers are currently working towards are taking care of hand tools, healthy eating, growing herbs, making wholesale deliveries and counting money. All new Co-workers have an induction learning plan they work through which covers health and safety training, our code of conduct, farm familiarisation and of course learning to drive Tilly the Tractor, our especially adapted New Holland tractor.

### Taking forward your application for placement

- The best way to decide is for you to come and visit us, meet the team and see what we do at Snakehall
- If you decide after your visit that you wish to take your application further, you should first speak to the person who deals with your social care package, who is normally your Care Manager or Carer, to confirm that working outdoors at Snakehall Farm is suitable for you and that funding is available for

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you to attend. When working out your budget, please remember to account for your transport and any Personal Support you may need. The Prospects Trust can help with securing Personal Support, please ask for further information.

- You will then need to work out how many and what days you wish to attend
- We can then set up a free Taster Day for you to make sure you like working outdoors. Prior to you coming for your taster day, the office must receive paperwork from you to ensure your safety and wellbeing while at Snakehall Farm. The following documents are enclosed with this letter:
  - ✓ Contact Details and Information Form
  - ✓ Permission to Photograph Form

We also request that we have a copy of your Level 2 Needs Led Assessment so we are aware of any special arrangements that you may need.

If you need Personal Support, this must also be in place for the Taster Day. We ask that parents/carers do not act as support for the Taster Day.

- After your Taster Day, you can either agree to start your placement with us or request a 4 week placement just to make sure we are right for you
- Should the placement go ahead, The Prospects Trust will issue you with a Services Contract to confirm your commitment to the placement
- An informal, on-site review will be held, either at the end of the 4 week placement or within 2 months of your starting your placement, with appropriate professionals, carer or advocate and your allocated key worker at Prospects Trust

### **Service availability**

- We are open 50 weeks per year
- We are closed for two weeks over the Christmas period and all Bank Holidays
- We offer full day sessions only, from 9.00am to 4pm, Monday to Friday
- Co-workers normally arrive between 9 and 9.45am and we begin work at 10. Our afternoon session finishes at 3.00pm, with Co-workers leaving between 3.30 and 4.00pm

### **Charges**

- The daily fee is £41.50 (please note this is currently under review by our Board of Trustees)
- There is no charge for Bank Holidays or for the initial Taster Day
- The administration fee for a 4 week Assessment Placement is £30.00
- Invoices can be processed quarterly or monthly in advance. If you already have a Self Directed Care Package, payment can be made either through the LDP as a Personal Budget or by personal cheque as a Direct Payment. Other funding streams might be available to you, such as Further Education. Please speak to someone in the office if you wish to discuss this option.

### **Other Information**

- Appropriate clothing and footwear must be worn for your taster day and during your placement here. For example, warm, waterproof clothing or a sun hat and sunscreen. Most of our work is outdoors and we work in all weathers. Steel toe cap boots will also be a requirement if the placement goes ahead, which the Trust can help you find them



- Lunch is not provided and you must bring your own packed lunch
- During your first week, the Prospects Trust will issue you with our easy read Health & Safety Policy, Code of Conduct and Equal Opportunities Policy which we expect you to abide by at all times.
- If you have Personal Support, we will issue them with external staff Code of Conduct and Agreement to ensure they are trained and have necessary checks in place to work at Snakehall Farm
- The Prospects Trust has a strict Confidentiality Policy and will respect the privacy and confidentiality of all Co-workers. However, The Prospects Trust may disclose confidential information about a Co-worker to any other person, if it believes that such disclosure is appropriate for the safe performance of the service or the protection of its staff or other Co-workers.
- The Prospects Trust operates within the Cambridgeshire County Council Social Services 'Safeguarding of Vulnerable Adults from Abuse' policy, the 'Safeguarding of Children from Abuse' policy and the Department of Health 'No Secrets' guidelines

I do hope that you find this information helpful, but please do not hesitate to contact me if you require further information or clarification and I look forward to welcoming you to the team!

Yours sincerely

**Rhian Llwyd Elis**

*Office Manager & Company Secretary*

*Updated May 2014*

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