



# Seminar: Looking after your Residents

Wednesday 4<sup>th</sup> May 2022

Salisbury City Almshouse & Welfare Charities

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The aim of this seminar is to give relevant information on looking after your residents.

The Almshouse Association staff and guest speakers will be in attendance and will be pleased to give advice and information.

The seminar will run from 9.30am to 4pm and the cost is £75.00 per person, which includes: tea, coffee and lunch.

Further details will be sent nearer to the seminar date.

**We strongly advise you to book early as the seminars are often oversubscribed.**

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## The topics that will be covered in this seminar include:

- **Interviewing and appointing new residents**  
What is involved at the interview stage and the process of appointing a resident.
- **Safeguarding**  
To demonstrate that the charity is capable of dealing quickly and effectively with any concerns of abuse and the commitment to safeguarding its residents.
- **Mental Health**  
We will explore an area of mental health, the issues, looking out for the signs and where the charity can find help.
- **Setting Aside**  
Looking at when it is appropriate to set aside a resident's appointment and the process involved.

*Note: These subjects may change due to availability*

- At the end of each talk there is an opportunity for questions.
- During the afternoon there will be an Open Forum where any views and queries can be raised and discussed in an informal and friendly atmosphere.



# Looking after your Residents Seminar Reservation Form

Please return the reservation form to:

**Email:** [admin@almshouses.org](mailto:admin@almshouses.org)

**Post:** The Almshouse Association, Billingbear Lodge, Maidenhead Road, Wokingham, Berkshire RG40 5RU

<b>Charity Name:</b> <i>Please print clearly</i>			
<b>Booking Name:</b>		<b>M. No:</b>	
<b>Email Address:</b>			
<b>Contact Number:</b>			

*If delegates have their own email address for seminar updates and correspondence, please detail below. Otherwise all correspondence will be sent to the booking email address given above*

<b>Name of Delegate (1) (please print name)</b>	<b>Name of Delegate (2) (Please print name)</b>
<b>Email Address:</b>	<b>Email Address:</b>

*Please pay for a maximum of 2 delegates (£75 or £150) further places will be offered at a later date*

<b>Payment Method</b>	<i>(tick)</i>	
<b>I enclose a cheque</b>		Please make cheques payable to <b>'The Almshouse Association'</b> Please write your membership number & seminar date on reverse of cheque
<b>I have paid by BACS</b>		<b>Account Name:</b> The Almshouse Association <b>Sort Code:</b> 18-00-02 <b>Account:</b> 00568716 <b>Ref:</b> please reference your membership number & seminar date

*Further delegates wishing to attend will be placed on a reserve list & will be contacted one month prior to the seminar if space is available.*

<b>3. Name of Delegate (please print name)</b>	
<b>4. Name of Delegate (please print name)</b>	
<b>5. Name of Delegate (please print name)</b>	