



# The Autistic Adults in Plymouth (AAP) Group Guidebook

**Members' Copy**

'Be the change  
you want to see in the world'

'The wisdom of faith  
releases you into the sky'

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# The AAP group?

## What is the AAP group?

The AAP is currently a social group for autistic adults in Plymouth, either diagnosed or in the process of being diagnosed (the AAP recognises that being able to relate to other autistic adults is considered to be a form of the process of being diagnosed) We are based on the 4 principles of the members feeling:

1. Accepted
2. Respected
3. Safe  
and...
4. Understood

and is maintained by a strict Code of Conduct for all members and the committee. While it has arisen from the ashes of the Plymouth Autism Hub, organised by Working Well with Autism, it is currently served by members who are autistic and not served by people associated with autism.

## Why is the AAP group?

While society is able to provide a multiplicity of services dedicated to children with autism, there are currently insufficient services dedicated to autistic adults. While autistic children with an early intervention are integrated into society, the same kind of integration is not available for autistic adults which may result in social isolation. The AAP is a group which serves its members who may, or may not, be struggling with social isolation. By maintaining at least 1 meeting a week, it serves to unite autistic adults and create an environment where other possibilities may arise.

## How is the AAP group?

The AAP is organised by a complete voluntary committee which is responsible for maintaining a healthy relationship within the committee, with its members and with the venues where the meetings take place. It is currently self supporting and recommends the people who have a duty of care to a member qualify to be included within the group by association.

# Code of Conduct and the Procedures

## Code of Conduct

- Treat all members, both committee and clientele, with respect, avoiding any physical, emotional, or verbal abuse or rudeness. As autistic people, we may have communication issues and offence can be unintentional; we need to take extra care, and apologies will often be acceptable.
- Confidentiality: Do not disclose information shared in trust at a meeting or other activity to anyone outside AAP, including the names or contact details of members.
- Treat all AAP property (including the venues they use) with respect and care.
- No illegal drugs or drunken behaviour is allowed at meetings or AAP events.
- To maintain the core principles of Understanding, Respect, Acceptance and Safety.

If a member is found to disrespect the guidelines above they may be asked to leave. If a member has concerns over the conduct of another member these can be raised with committee members of the AAP group.

## Member's reasonable adjustments procedure

While the AAP group is designed and is continuing to develop an environment, agreeable to its members, the AAP group remains open to all suggestions which may improve the experience of the member who is making the suggestion and potentially other members who have yet to raise similar suggestions or members who have yet to join the AAP group.

The AAP group recommends that suggestions from members are with the support of someone who has a duty of care (where applicable) to enable us to make the changes to increase the future experience. Suggestions must include what they're hoping to achieve and in the process, make the conditions favourable for both committee members and clientele members. All suggestions relating to this procedure will need to be documented and will be discussed within the next committee meeting. The committee's decision relating to the suggestion will be addressed to the clientele member and with the people who have a duty of care.

## Member's ideas procedure

The AAP group includes the thoughts of all its members and will be considered in a way in which they may be able to augment the current designs and developments of the AAP group.

Ideas from clientele members are welcome and are to be suggested to any committee member who will have the responsibility to bring it to the committee's attention. Ideas are

ideally to be suggested in written form so as to prevent miscommunication and they may be added to the AAP group's papertrail. A clientele member may suggest ideas in oral form, but the aforementioned concerns are to be taken into consideration. A decision concerning the next steps of any suggestion are ideally identified by the end of the next committee meeting. The clientele will be made aware of the results of the committee's decision.

## Member's concerns and reviews procedure

All members have the right to raise concerns about the services they have received or are receiving from the AAP group. All members have the right to submit reviews, either anonymously or openly, which may be used to improve the services rendered by the AAP group.

### How does a member submit a concern if they are not satisfied with the services provided by the AAP group?

In the first instance all concerns may be raised with a core member of the AAP committee. In the second instance all concerns or complaints may be raised with someone with a duty of care, for example a guardian or an external support worker.

The AAP committee may then be able to arrange an appropriate meeting with certain committee members to discuss the concern or complaint. This may result in a meeting to be able to agree a course of action. The concern or complaint and the action taken to resolve it will be recorded in the C&C Book, the time limit for its resolution and the follow up meeting with the member will be taken into consideration.

### How does a member submit a review?

Ideally a written review is to be presented to a committee member which will be scanned into our system or a review may be submitted onto our website.

A review may be submitted by the people who have a duty of care to our members'. In the case of the duty of care being in the way of guardianship, the review may be either anonymous or open. In the case of the review coming from another service, we will require that the review be made in the spirit of complete openness and transparency to improve the relationships which we are building with other organisations.

## Member's donations procedure

While the committee members of the AAP group are clear when it comes to gifts, gratuities and bequests, the AAP group in its entirety is currently self supporting. Members contributions are received during the AAP group as cash in hand. Support of at least 2 members verify the weekly contributions and are recorded within the AAP papertrail and will

be deposited in to the AAP group bank account. The AAP group is fully transparent in its financial dealings.

Any additional donations from friends or family of the clientele members will need to be arranged with the AAP Treasurer who will need to consult the AAP group committee. Alternatively there is a donation page on the website. If the person making the donation is in any way interested in the way it is supporting the group, they will be involved in any potential decisions which the AAP group may make with the additional finances.

People with a duty of care to the clientele members' are strongly discouraged, when it comes to offering donations.