

Mental capacity – easy read policy



Sometimes people need help and support to make decisions. This involves understanding what the decision is, why it needs to be made, what are the options and what may happen.

When support is needed to make decisions then people helping need to follow the rules of the Mental Capacity Act 2005.



You can find more information about the Mental Capacity Act if you go to the below link.

[Mental Capacity Act 2005: An easy read guide \(local.gov.uk\)](http://local.gov.uk)



There are 5 rules that people must follow when helping people to make decisions.

1. Assume that people can make decisions.
2. Give people as much support as they need to make decisions.
3. If a person makes unwise decisions, this is ok.
4. If someone is not able to decide, then the people helping them must only make decisions in their 'best interests'.
5. When a decision is made for somebody, it must give them as much freedom as possible.



Most decisions about a person's care and support, will be written down in their Support Plan or Needs Assessment.





Bigger decisions may require an assessment to agree if someone has capacity to make that decision.

These will be for decisions including.

- admission to hospital, residential or nursing care
- serious medical treatment
- where people live
- managing what happens with your money
- any care, interventions or treatment where there are different options or opinions.



When a person has been assessed as lacking or not having capacity it will be necessary for a decision to be made on the person's behalf.

Any action taken or decision made, must be in their "best interests".



Depending on the decision this could be family, manager, doctor, care manager, social worker, or nurse.

Sometimes it may be needed to hold a "Best Interests" meeting, especially where people may have different opinions, or the decision is a very important one.



If a person does not have capacity to make a very big decision and there is no-one who can make that decision for them, then an Independent Mental Capacity Advocate (IMCA) may be asked to do this.



The below link has more easy read information about the role of the IMCA.

[Independent Mental Capacity Advocacy IMCA - Service User - Easy Read-1.pdf](#)
(advocacyfocus.org.uk)



If you have any questions about anything in this easy read then please speak with your keyworker, community manager or advocate.



This information has been co-produced with people supported by Camphill Village Trust.

Camphill Village Trust is a national charity supporting people with learning and other disabilities to lead a life of opportunity.

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