**Rules of our homes**

**Care provider………………………………….**

**Communal areas**

Staff here at the unit have daily cleaning duties however, G & H Care do ask that you leave areas clean and tidy once you have finished using that space. In particular, the kitchen and bathroom. Please leave walkways clear from clutter and rubbish as this breeches health and safety. We want your home environment to be safe for you and your staff.

 **Respect for your home**

Intentional damage to the property/contents is a breach of your behavior contract and may result in your placement ending depending on the circumstances. In the event of unintentional damage on your part, please make a member of staff aware to ensure we resolve the issue.

**Contact**

We are always in support of family contact, and will support this in line with the terms in your care plan/social workers position. Your family can visit you at the unit, all people aged under 18 will need to be accompanied by an adult. All visitors must sign the visitors book and adhere to the visitors policy. Guests must leave the unit by the agreed time of 10pm as set out in the visitor policy.

**Smoking**

Smoking is not permitted inside the property. There is a designated space at the back of the property in the garden. The smoking area at all units is located in the garden. If you are a smoker, we thank you for your cooperation in advance. Only legal substances such as tobacco is permitted in the smoking area.

**Alcohol and drugs**

The consumption of alcohol and legal and non -legal recreational drugs is not permitted on the premises by anyone including visitors to the unit.

 **Pets**

Animals are not permitted at the property at any time.

**Visitors / Overnight stays**

We do not allow visitors to stay overnight. Unfortunately we have to implement this procedure to ensure everyone is kept safe. Visitors are expected to leave the unit by 10.30pm at the latest.

All visitors must sign their names and other details in the visitors book as they enter the unit.

Staff have the right to officially ban a visitor /s should there be a reason to do so - This includes rude and abusive behaviour to staff, breach of drug /alcohol /and harmful substances while visiting, drunken state or being under the influence of drugs. Ban visitors will remain banned until the ban is lifted at staff and managements discretion.

**Bullying/Harassment**

Everyone should have the right to live in a respectful safe environment regardless of gender, race, religion, or sexual orientation and at G & H Care, we operate a zero-tolerance approach to bullying and harassment. Name calling is also a form of bullying. Please remember to respect the differences in others.

**Staying Safe**

For your safety, the expectation is that you return to the unit each night by **10:30pm.** Please communicate with staff by phone if on occasion you are running late. If you do not return and you do not have authorisation in advance from your social worker to stay out overnight. Please be advised that we are obligated to report you to out of hours social services and the police as absent from placement. We are duty bound to make these reports therefore, please be mindful of this upon your return when speaking with staff during your return home interview.

**Internet use**

We provide internet access through WIFI broadband. Clients are expected to adhere to the guidelines and rules of internet usage. Access to pornographic, hate inciting , terrorist websites are strictly prohibited. A parent guard software will be installed to block access to such websites. Where a communal computer is provided, clients would need to login with their allocated passwords on the shared computer. the history may be checked randomly to ensure clients are not breaching the internet use guidelines.

Clients may not bully, harass, defame or intimidate any other person on social media or any other media platform when using the internet. Clients are expected to contact staff should they be subject to this themselves.

**Use of electronic appliances**

Large appliances such as refrigerators, large TVs, irons, electric kettles, electric heaters etc would require staff /management approvals with a need to have such appliances pat tested for safety. Staff /management may reject the use of any applianced deemed unsafe.

**Warning letters & process of placement end notice**

The 3 strike rule applies here. Where a client is in continuous breach of the home rule an official verbal warning is given and documented. Should there be another breach of the same rule, a warning letter is issued. This may lead up to 2 more warning letters. Should the breach reoccur. Management may issue notice to end the placement.

**Grounds for instant end of placement**

Should a client threaten or physically assault staff or any other resident of the home, this constitutes grounds for immediate end of placement and removal from the unit.

Should a young person use aggressive abusive language or verbally threaten staff the 3 strike rule will apply. The management reserves the right to take this as a serious breach and may move to give placement notice depending on the severity of such behaviour.

The use or sale of class A drugs will be grounds for immediate notice to end the placement. The police will be informed also.

Signed care management ………………………………………………………………………………….

Staff full name & job title ... ………………………………………………………………………………....

Date…………………………………………………………………………………………………………..

Client /service user sign……………………………………………………………………………………...

Client /service user’s full name………………………………………………………………………………

Date …………………………………………………………………………………………………………..