**West Sussex – Practice Guidance**

IROs are qualified social workers with at least five years’ experience, and who have acquired the right skills to carry out this role.

**Daily Routines and House Rules (Orchard House)**

* Each child and young person has their own detailed Support Plan which sets out their individual routines and preferences for each part of their day. It is essential that all staff are up to date with each child’s Support Plan in order to provide effective personalised care.

**Daily routines:**

* All staff must read through the Message Book (located in the office) before beginning work with children to familiarise themselves with all current information.
* Once children have left the home for the day, staff should take the opportunity to check their work emails during the remainder of the shift.
* Staff must also ensure that all necessary household tasks and daily recording are completed satisfactorily before the shift team disperse to individual tasks.

**Key times**:

* The following ‘key times’ are a guide for the service and may be adapted to reflect the individual needs of young people and different routines during the school holidays or at weekends.

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| **Time** | **Activity** |
| 06:30 | Sleep in staff member starts work |
| 07:00 | Early shift starts |
| 07:15 | Handover meeting between Duty Officer and Night staff |
| 07:30 | Night shift finishes |
| 08:00 – 09:30 | Individual morning routines carried out as specified in personalised Support Plans. Education transport collects individual children (school days / term time only) |
| 09:30 | Meeting between Duty Officer and staff on early shift to share information and planning. |
| 14:00 | Handover meeting between Duty Officers for early and late shift |
| 14:30 | All staff on late shift join Duty Officers for session planning |
| 15:00 | Early shift finishes |
| 15:00 – 16:30 | Children return from school |
| 17:00 – 18:00 | Evening meal |
| 18:00 – 22:00 | Activities as per Support Plans |
| 21:30 | Handover meeting with Late shift Duty Officer, Sleep in and Night staff |
| 21:45  22:00 | End of shift information sharing  Late shift finishes |

* The shift plan details any appointments, meetings, activities, agreed outings, and allocated staffing for a 24 hour period.

**House Rules**

* Alongside the policies and procedures governing residential services, Orchard House has a number of House Rules that are in place for the safety and wellbeing of everyone in the home.
* These are communicated to children via their personalised Children’s Guide and do not include any individual behaviour management strategies or arrangements, which are detailed in Support Plans, Positive Handling Plans and Communication guides.
* Some of the children at Orchard House struggle with understanding and applying rules so will have their own multi-agency behaviour programmes in place where needed.
* However, the main House Rules are:

1. Do not play ball games on the patio area.
2. Only quiet activities to take place in the Arundel conservatory and lounge
3. Do not eat in vehicles unless it has been agreed as part of a specific behaviour plan.
4. Show respect to other people, property and equipment (in line with cognitive ability)
5. Take responsibility for the consequences of your actions (in line with cognitive ability)
6. Do not go into the bedrooms of other children