**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 (High Trees)**

* 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 will sit in on the handover for each shift, where any urgent messages will be passed on, and a general summary for each child will be given.
* Once children have left the home for the day, or before they arrive, staff need to check their work email accounts to review any important information.

**Key times**:

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| **Time** | **Activity** |
| 06:30 | Sleep in staff member starts work if necessary (for certain children who need to be up earlier than 7am) |
| 07:00 | Early shift starts, handover between early shift and night shift. |
| 07:30 | Night shift finishes.  |
| 07:15 – 09:00 | Individual morning routines carried out as specified in personalised Support Plans. Education transport collects individual children (school days / term time only), those children at Manor Green walk to school with High Trees staff. |
| 09:00 – 14:00 | Early shift complete daily notes, any household tasks and admin on a school day, or planned activities with children on a weekend/holiday. |
| 14:00 | Handover meeting between Shift Leader of the early shift and staff on the late shift. Shift planning of the late shift. |
| 14:30 | All staff on the late shift are ready to join the floor or prepare for school arrivals/pick-ups. |
| 15:00 | Early shift finishes. |
| 15:00 – 16:30 | Children return from school or are collected from school. |
| 17:00 – 18:00 | Evening meal.  |
| 19.30 – 21:00 | Baths/showers and medication administration as per Support Plans. |
| 21:30 | Handover meeting with Late shift Duty Officer, Sleep in and Night staff. |
| 22:00 | Late shift finishes.  |

* The shift plan details any appointments, meetings, activities, agreed outings, and allocated staffing.

**House Rules**

* Alongside the policies and procedures governing residential services, High Trees 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.
* The children at High Trees were consulted and came up with the house rules themselves, although we are aware that for some, their understanding of them is limited and therefore they are guided and supported by us to follow the agreed rules.
* The House Rules as decided by the current group are:
1. We are kind to each other and use kind words
2. We listen to each other
3. We try our best
4. We have fun!
5. We tidy up after ourselves!