**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.

**Teasel Close Daily Routines and House Rules**

* 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:**

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| **Time** | **Activity** |
| 07:00 | Sleep in staff member starts work, night care handover |
| 07:30 | Early shift starts  |
| 07:30 | Handover meeting between shift leader and staff on duty |
| 07:45 | Night shift finishes  |
| 08:00 – 09:30 | Individual morning routines carried out as specified in personalised Support Plans. Education transport to be arranged for children by designating an individual staff member on shift (school days / term time only) |
| 14:00 | Handover meeting between shift leaders and staff on early and late shift |
| 14:30 | All staff on late shift join for session planning  |
| 15:00 | Early shift finishes  |
| 15:00 – 16:30 | Children return from school  |
| 18:00 – 19:00 | Evening meal  |
| 21:45 | Night shift on duty |
| 21:45 | Handover meeting with the shift leader and the night care |
| 22:00 | Late shift finishes  |
| 23:00 | Shift leader off duty |

* The shift plan details any appointments, meetings, activities, agreed outings, and allocated staffing for a 24 hour period.
* Once children have left the home for the day, staff can check their work email accounts to review any important information.

**House Rules**

* Alongside the policies and procedures governing residential services, Teasel Close 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 The Guide to Teasel Close

**The main House Rules are**:

1. The whole house is designated a non-smoking zone.
2. If children choose to smoke outside of the home, they must ensure that they safely dispose of cigarette ends
3. All children are expected to attend the weekly children’s meeting
4. Bullying is not tolerated and will be responded to using a restorative approach.
5. Times when children are requested to return home by are individually tailored for each child, taking into account their needs and age
6. Food cupboard may not be accessed after 10 pm
7. Pocket money will be given on a Saturday, once all chores and expectations have been met, unless otherwise agreed.
8. All children are expected to attend education