

Your guide to Orchard House



Created June 2024
Review 2025

CONTENTS

1. About Orchard House & Young people who Live Here
2. The Staff team -adults who will look after you
3. The Local Area
4. Your Bedroom
5. The staff Team
6. Daily routines & Activities
7. Food and Mealtimes
8. Your Health
9. Money and Incentives
10. Your Education
11. Celebrations
12. Your Health
13. Information and Privacy
14. House Rules
15. Listening to You
16. Information

About Orchard House & people who live

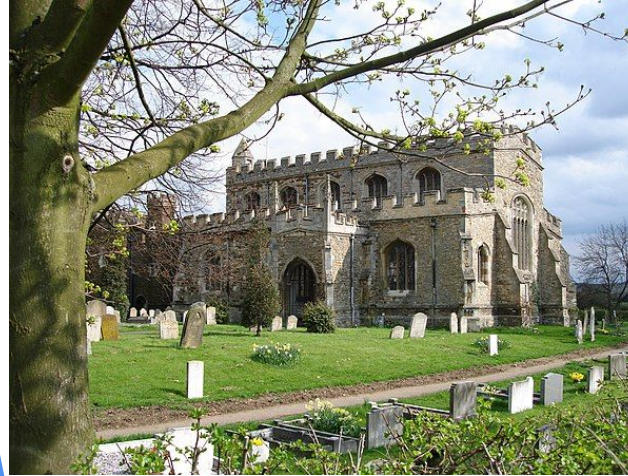
Orchard House is lovely, bright & spacious family home and up to 5 young people can live here. The young people can be both male or female up to the age of 18years



18years

POST
OFFICE

THE AREA OF MARSTON MORETEIN



Marston Moretaine of Marston Moretyne is in the Eastern region of England. It is a large village and parish in the Redbournstoke Hundred of Bedfordshire, located on the A421 between Bedford and Milton Keynes.

There are parks, schools train station, parks and a shopping complex all within walking distance to the Home. There are other interesting things further out in Milton Keynes, Leighton Buzzard or Bedford.





YOUR BEDROOM

You will have your own bedroom & we will help you to personalise it the way you like. You can choose your wall colours and wall paper, wall art and posters of your choice that is appropriate and your keyworker will help you with this. We like to see a creative flare!

We understand that privacy is important to you, so you will have your own bedroom key and staff will always knock before entering your bedroom. There are times that staff may have to enter your room quickly if we are worried about you or if there is an emergency, however, your bedroom will always be respected. As part of health & safety, Room checks are sometimes carried out when you're not here.

As it's your home too, you're welcome to have your family over or have a friend hang out with you in your bedroom during the day with the staff making sure this is appropriate

You have a responsibility to keep your room clean & tidy & we will help you with this if you need the help.

MEET

OUR

TEAM



Deputy Manager
Senior Support workers
Residential support worker



The Staff Team-adults who will look after you

Orchard House has a team of dedicated adults that look after all the young people living in the home.

The management team are is made up of:

Jess the Director

Steve Marklew the Responsible Individual

Elizabeth the home manager- she is around a lot more than Jess and Steve as she helps manage the running of the home with an amazing team of staff who you will work closely with and help you through out the day and night.

This probably sounds like a lot of people to have but they won't all be here at the same time. You will have a keyworker who will be your main go to adult for support and they will be in contact with your social worker and the important people in your life. They will also attend meetings with you and answer any questions you have or help you with anything you're not sure about.



DAILY ROUTINE & ACTIVITIES

We have a standard house routine which is: waking up & getting ready for the day/school or planned activities, Meal times: Breakfast, Lunch Dinner.

You will have a support plan that captures in detail your specific routine, preferences, school routines, clubs you attend etc. Everyone participates in running the house and together we do the house shopping, choose food menus, clean own bedroom and laundry and help clean communal areas. We will also help you tidy your room, cook, make sure your laundry is done and much more as part of your daily routine.

On weekends and holidays, we will plan some nice things for you to do such as shopping, activity such as Cinema, Bowling, Swimming or you might be seeing family or friends.

Every one's days can vary at weekends, but we will do a planner for you so that you know what you are doing every day.



FOOD, COOKING & MEAL TIMES

GROCERY SHOPPING LIST		
<i>Go to Grocery Items and Favorites!</i>		
Fruits	Protein	Pre-Packaged
<ul style="list-style-type: none">BerriesBananasApplesAvocadoMandarins	<ul style="list-style-type: none">ChickenBeefTurkeyFishEggs	<ul style="list-style-type: none">Marinara SauceNut ButterFruit SpreadAlmond FlourCoconut Milk
Vegetables	Grains	Snacks
<ul style="list-style-type: none">BroccoliGreen BeansPotatoesPeppersCheese	<ul style="list-style-type: none">BreadOatsPastaRice	<ul style="list-style-type: none">ApplesauceFrozen Dried FruitsFruit Cakes
Dairy	Oils	Frozen
<ul style="list-style-type: none">MilkCheeseYogurtButter	<ul style="list-style-type: none">Olive OilAvocado OilCoconut Oil	<ul style="list-style-type: none">VeggiesFruits
FEEDINGTINYBELLIES.COM		



FOOD/SHOPPING & COOKING: At Orchard house, we encourage a good nutrition and balanced meals with healthy snacks. Each week a menu is created, which will include your choices as well as that of others you live with there is plenty of choice and you can change your mind about what you wish to eat, the menu is just to plan and organise the shopping. We hope that you will try lots of new foods as well as enjoy some of your favourite food.

On a Friday, staff will ask you for meal suggestions and ask for food items to be put on a shopping list for breakfast, lunch, dinner and snacks. We encourage all our young people to try to learn to cook and will support you in learning how to do this..! We like to sit down together for a meal, it gives us all a chance to have a good catch-up and share togetherness

THE HOUSE CLEAN: This is your home and we encourage you to take part in the running of it. We encourage everyone to participate in keeping the home clean and tidy, clear up after themselves and at the weekend we do a good clean and staff will appreciate your help and input such as loading dishwasher, vacuuming, wiping down surfaces

Health



Your health is something we care a lot about, when you first arrive at Orchard House, we will ensure you are registered with a Doctor, Dentist and Optician. If you feel you need an appointment with a health professional at any time, we will make these appointments for you and come with you. If you are prescribed any medication, staff will support you to ensure you take this when needed, but also help you to understand more about your medication.

If You're Unwell:

If you're not feeling well, tell us. If you need to see a doctor or if you just need some medicine from the pharmacy, like painkillers or cold remedies, we can help you. We can go with you to the doctor's or the hospital if you need or want us to.

Any medication that's been prescribed by a doctor, might need to be kept in a locked cupboard by the staff—depending on what medication it is. We really encourage you to look after your own health. But if we're worried about you, we'll talk to you first and try to find out what's going on. Although sometimes, we may need to let other people know so that you can get the right help.

If you catch a bug or an illness that's contagious, we expect you to do everything you can to reduce the risk of spreading it to others. This includes things like regular handwashing, cleaning communal things that you've touched and if necessary or advisable, isolating in your room.



EDUCATION

There are local schools and colleges which you can attend, however if you already attend a school or college, we will try our best to maintain this. Staff will support you to attend your education placement and help you with any worries. Staff will look at ways to support you in all subjects and training so you can gain qualifications ready for adult life.

MONEY & INCENTIVES



For most children & young people, pocket money is £10 per week. If you are under the age of 16 you will receive £5 pocket money each week, and the remaining £5 is put into a savings account for you to accumulate. If you are 16 or over, you will have the choice of whether you would like the full £10 each week, or if you would like to continue having half put into your savings. This money and any you are given by family or friends is kept in an account and kept safe for you by your staff. When you want to take money out for outings or visits or to buy something you have saved for, you just need speak to the staff in the home and this is something they will be able to help with.

We believe that achieving great things and good behaviour deserves rewarding. Sometimes a simple “thank you” or “well done” is all it takes to make you feel good about yourself and help you understand that you are doing well. In some cases, we also complete incentive charts, with rewards attached. These usually target areas that are more challenging for you and we might need to give you some extra support to reward your extra hard work towards items you have chosen to receive extra money .



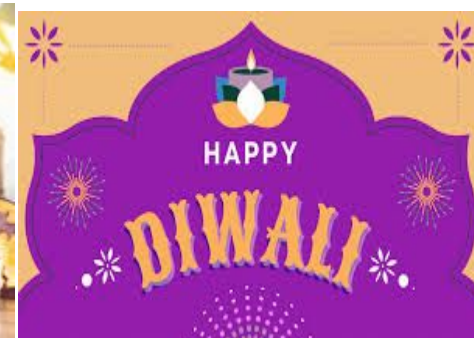
This is your home and of course, you're welcome to have visitors! This need to be arranged with the staff so that appropriate times are agreed and that the visits fit in with other plans of the house. We will not make you see anybody you do not wish to and so it is important you let us know. Your family and friends are welcome, provided this is appropriate and agreed by your social worker and others and there are no reasons that prevent them visiting you.

CELEBRATIONS

We want to make everyone who lives at Orchard House feel extra special on their birthdays! To celebrate, we'd love to give you a present and if you'd like, you can help to choose your birthday present. You can also choose the way that you'd like to celebrate your birthday. Perhaps with a cake or with friends and family.

Every month we will celebrate a variety of different cultural events. We will do this to develop our knowledge on other cultures and to celebrate cultural differences and diversity. You can speak to the staff about this to find out what is happening each month. If you have any ideas that we could explore or you ever want to join in, please speak with the staff as any help is welcomed, especially as we like to learn from you and your experiences too!

If you also celebrate a religious festival or a holiday, we'll help to plan something for you.





Your Information

The only information that the other young people living in our house are told about you is your name. It's up to you what else you choose to share or tell them.

Keeping You Safe

The staff will know about your circumstances, because they're responsible for your safety and wellbeing while you're living at Orchard House.

Record Keeping

We keep records about the running of the home, the young people and staff in order to: remember any important conversations that we've had and make sure that your wishes and feelings have been recorded.

To keep track of any decisions that are made.

To handover important information to staff who are just coming on duty.

To let your social worker (and any other people who work with you) know about anything important.

Records are online and you can have access to your own file and information where appropriate

There are laws that all staff must follow to keep your information safe. You can see what information we have about you by asking your keyworker. If you're aged 16 or over, you can request access to your files



As with any house or situation where a group of people live together, it is important to have rules and boundaries that keep everyone safe.

You have the right to live in safety, comfort and peace and you also have a responsibility to respect other people's rights to this too.

House rules help to make your home a nice place to live and help all of us to develop good habits. We've listed the house rules on the next page and they apply to everyone, staff and visitors. It's really important that you read, respect and understand them. If anything isn't clear, please let us know. Certain rules, particularly when it comes to violent and abusive behaviour, deliberate damage to property, illegal activity or putting yourself and others at risk of harm, will result in the police being called. This can even mean that you'll be at risk of losing your place here.

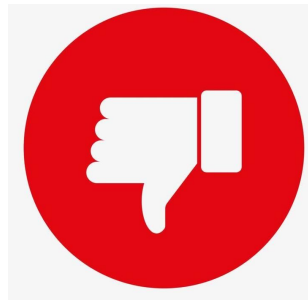
LISTENING TO YOU



We will hold a house meeting every Friday at or after dinner and we want everyone to participate. We talk about the things that we're doing and we discuss new ideas, plan activities and sort out any problems. This also means that you can have your say about the way the house is run, how it's decorated, the meals we have and anything else you want to talk about. We always write down what we talk about so anyone who can't be there, or can't remember what was decided, can read them. Everyone will take turns to write this down and to chair the meeting.



If youre not happy & what to do



If you are unhappy about something, worried or something has happened
You can speak to your keyworker or any staff you feel comfortable with. You can also speak to the manager Elizabeth

You can also speak to someone outside the home who is the independent visitor also called the Regg 44 who is Becky and you will meet them

You can do so in person by talking, or in writing.

You will receive a reply within 7 days telling you what is being done about your complaint. At times the adults will also ask you to complete a feedback form, to see things you like about the home and if there is anything you would like to improve. This helps us to make a better home and ensure everyone is happy!

USEFUL CONTACTS

Orchard House ,23 Busby Mead, Marston Moretaine el: 01908 103641, Email: orchardhouse@brighterstays.org



Ofsted helpline on 0300 123 4666 or Email: enquiries@ofsted.gov.uk



Reg 44 (Independent Visitor)

Becky Linden Tel: Email:



Central Bedfordshire Children's safeguarding Board

Tel: 0300 300 8585, Email: lscb@centralbedfordshire.gov.uk



NSPCC Tel: 0808 800 5000, Email: help@NSPCC.org.uk



Action for Children Tel: 0300 123 2112, Email: ask.us@actionforchildren.org.uk