**ACTION PLAN FOR Y/P BEHAVIOUR POLICY**

**Company Name:** OMEGA CARE GROUP LTD

**Address of premises:** 60 GARMOYLE

WAVERTREE

LIVERPOOL

L15 3JH

**Date:** 1st September 2015

**Review Date:** 1st August 2016

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**Referral System**

* Receive referral via email from placing Authority.
* Staff will contact Manager/Director by email and phone regarding referral.
* Manager/Director will call the Social Worker for background information on the Young Person and will also find out if current residence placements will be affected by the referral.
* The staff member is then informed by the Manager/Director to reply to the referral or not.

**Young Person on Arrival**

* 28 day notice on arrival.
* House rules explained to the Young Person. This is signed by the Young Person and witnessed by staff and the Social Worker who arrives with them,
* The Fire procedures and disciplinary systems are explained to the Young Person on arrival. The rules are also explained regarding behaviour in the community.

**Disciplinary System in House**

* Warning system explained: 1st formal, 2nd written, 3rd and final warning.
* 28 day notice given after 3rd warning.
* Serious incident – Placement can be terminated with immediate effect.
* Warnings are held on record for 28 days then will expire if no more incidents occur.
* Social Workers are emailed and updated regarding warnings or any incidents. Staff also record Weekly Progress Reports that are sent weekly to every social worker.

**Disciplinary System outside of accommodation/in the local area**

* All Young People who reside at Omega Care Group Ltd are responsible for their actions in the local community. Same rules that apply in the house will also apply outside.
* For example, if a Young Person causes damage to a neighbour’s property i,e breaks a window, a warning could be given, or a final warning could be given and for a more serious offence their placement could be ended with immediate effect. The company may meet the cost of the damage. Omega Care Group Ltd will then seek reparations from the Young Person. This is normally done by a small sum taken weekly from their weekly allowance. All this is agreed with the Social Worker before the company can deduct any money.

**Response to Community Complaints**

* Manager attends Community meetings once a month.
* Community has company address and Managers if there is any problems.
* Regular meetings with Police/Social Services are attended by staff.
* Good communication with Police and the community.

Merseyside Police and Omega Care Group Ltd work in close partnership and have agreed the following action.

* If any resident is suspected of bringing drugs into the property, the staff will immediately call the Police to report the suspicion. Staff and the Police may then search the room without the need of a search warrant.
* If ant resident is physically abusive or threatening to the staff, the staff may call the Police and be arrested if they feel under threat. The resident may be arrested for any disclosed offences.
* Staff will report any suspicious activity to Merseyside Police immediately.
* Omega Care Group Ltd will permit Merseyside Police access on their CCTV system for a Policing purpose.
* Any resident found to be contriving the house rules and, in particular, points 1 and 2 above will be subject to Omega’s termination of placement.

**List of the House Rules**

1. *Inappropriate behaviour is not acceptable under any circumstances.*
2. *Abusive, aggressive, and / or threatening .behaviour towards staff or other young people will not be tolerated under any circumstances.*

*3. Inappropriate / excessive levels of noise are not acceptable.*

*4. Smoking is not permitted anywhere in the building.*

1. *Alcohol is not allowed on the premises – Staff have the right to confiscate and dispose of such, as*

*necessary.*

1. *Drugs / illegal substances are not allowed on the premises. If suspected, staff are obliged to call the*

*police immediately and without warning.*

1. *Staff and other residents shall be treated with respect at all times.*
2. *The privacy of every individual shall be respected at all times.*
3. *Communal Areas (lounge, kitchen, stairs, hallway, bathrooms, yard etc) shall be respected at all times and left clean & tidy after use.*
4. *The property of both the company and of other residents shall, at all times, be treated with respect.*
5. *Each resident shall keep their (private) room at an acceptable standard of cleanliness & tidiness in order to maintain health & hygiene. Staff will check rooms at least once per week in order to provide residents with appropriate support.*
6. *Residents are not permitted to enter another resident’s room at any time.*
7. *Visitors are not allowed in resident’s rooms at any time.*
8. *In order to support engagement in training/education/employment etc, visitors are only permitted at the following times:- Mon – Fri :* ***3.30 pm – 9.30 pm****. Sat & Sun : 11.30 am – 09.30 pm*
9. *Residents are responsible for the behaviour of their visitors.*
10. *Residents are to be back in the building* ***before 11.30 pm*** *each night unless otherwise agreed with staff and social services.*
11. *No portable heaters are to be brought onto the premises.*
12. *The office is out of bounds to all residents.*

Signed by Young Person: ……………………………………………… Date: …………………………………………….

Signed by Member of Staff: …………………………………………. Date: …………………………………………….

**Log of External Complaints/Incidents**

**Omega Care Group Ltd**

**60 Garmoyle Road, Wavertree, Liverpool, L15 3JH**

|  |
| --- |
| **Nature of Complaint/Incident:** |

|  |
| --- |
| **Made by: Received by:**  **Date: Time:** |

|  |
| --- |
| **Action Taken** |

|  |
| --- |
| **Review Date:** |

|  |
| --- |
| **Young Person Signed:**  **Staff Member Signed:** |

Omega Care Group Ltd

60 GARMOYLE ROAD

LIVERPOOL

L15 3JH

To:

??/??/????

Dear,

**RECORD OF 1st FORMAL WARNING (Verbal)**

This letter is to confirm that you have recently been issued with a verbal warning in respect of a breach of House Rule on one or more occasions.

This record will be held on file, and will be valid for a period of one month.

Yours sincerely

Manager

………………………………………………………………………………………………

I acknowledge receipt of the verbal warning detailed above.

Signed: ……………………………………… Date: ……………………………………….

Omega Care Group Ltd

60 GARMOYLE ROAD

LIVERPOOL

L15 3JH

To:

??/??/????

Dear

**2nd FORMAL WARNING**

It has been brought to our attention that you have continued to breach the House Rules agreement.

I have to warn you that, should this behaviour continue, then your placement at Omega may be put at risk.

This notice will be held on file and will remain valid for a period of one month.

Yours sincerely

Manager

………………………………………………………………………………………………

I acknowledge receipt of the written warning detailed above.

Signed: ………………….……………………………. Date: ………………………..

Omega Care Group Ltd

60 GARMOYLE ROAD

LIVERPOOL

L15 3JH

To:

??/??/????

Dear

**FINAL FORMAL WARNING**

It has been brought to our attention that you have continued to breach the house rules agreement.

I have to warn you that this behaviour will not be tolerated. I therefore then you are likely to be issued with a 28 day notice to terminate your placement at Omega. If your behaviour improves over the next 28 days your placement will be extended for a further 28 days.

This notice will be held on file and will remain valid for a period of two months.

Yours sincerely

Manager

………………………………………………………………………………………………

I acknowledge receipt of the written warning detailed above.

Signed: …………………………………………………. Date: ………………………………

**Y/P inventory Check List**

**Young Person:**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Completed | Young Person Signed | Staff Member Signed |
| Disciplinary Procedures |  |  |  |
| National Insurance Number |  |  |  |
| Driving Licence |  |  |  |
| Passport |  |  |  |
| Bank Account |  |  |  |
| Missing from Care procedure |  |  |  |
| Doctors |  |  |  |
| Dentist |  |  |  |
| Opticians |  |  |  |
| Risk Assessment |  |  |  |
| CSE measurement Tool |  |  |  |
| Pathway Plan |  |  |  |
| Property Pool |  |  |  |