

## House Rules



Routines and house rules are very important, there is a short version in your resident's guide and in the Statement of purpose. There are obvious rules and policies such as the House and all its surrounding premises is drug and alcohol free. That is under no circumstances can we have such substances on our premises and any use of illegal substances or any substance that will impair your senses and not allow you to fully focus on parenting is not permitted.

Apart from the latter, Lancaster care Ltd would also like everyone to know that rules should be followed at all times and that although we have written a long list of rules, the list is not exhaustive. Rules are subject to change at all times as we never know what might happen tomorrow or in fact at any future point.

But what we hope is for all residents to work together to ensure that we can have a good, healthy, considerate and safe environment by:

Keeping to your timetable for example: Baby/ child bath time, top and tailing baby, bedtimes routines, activities in the house and outside activities; please refer to all timetables, plans and so forth. Keeping to our policies and procedures and keeping to the placement authorities plans.

### Bedrooms

Keeping Baby monitor and surveillance equipment on;

Keeping your bedrooms clean, tidy and hazard free

Keeping out of other residents' bedrooms.



Keeping hot drinks out of the bedrooms.

Eating in the dining area rather than in the bedrooms

Turn lights off when leaving the room

Ensure that there are no electrical appliances such as hair straighteners, hair tongs, hair dryers left on.

Ensure that you child is not left unattended **ever** or is left on an area where they can roll off such as the changing unit across cots, chairs or beds.

## **Communal areas rules:**

### **Kitchen:**



After using kitchen, please wash up, wipe down and put away all your belongings, please keep to a clean as you go policy and have a place for everything and put everything in its place.

Turn off after use: kitchen taps, oven, iron, any electrical appliances including lights.

Please ensure that you shut fridge and freezer doors securely

Please ensure that you throw away any out-of-date foods.

Please be aware of all food allergens (information in kitchen area)

Please keep foods in your cupboards and not on the counter top.

Please do not scrape food into the sink but into the food bin located in the garden. Drains will get blocked.

Clean Fridge (weekly)

Never leave your child unattended in the kitchen

No food to be cooked in the kitchen after 21:00.

### **Timetables:**

Please stick to your allocated cooking times.

Please keep to scheduled bath times

Please ensure that you check all appointment times, activity times and any meetings that you may need to attend

Please stick to your washing machine days.

### **Lounge**



Please be respectful to all other persons that may be sharing this communal space with you keep noise levels down.

Please keep to a tidy as you go policy-if you use something- clean it and put it away after use. Please ensure all items either brought into the lounge or are kept in the lounge go back to their rightful place.

### **Please eat and drink at the table**

Do not: eat or drink in the sittee area of the lounge, leave any food or drink items in the sittee area, **please only use the table area for eating and drinking**. Under no circumstances should you walk around with hot drinks or food.



Please ensure that any food that has fallen on the floor be cleaned immediately after eating, under **no circumstances should food debris be left**.

Please do not wear shoes in the lounge.

When with your child, please supervise your child at all times

Lounge to be vacated by 22.00.

### **Bathroom**

Remember to leave the bathroom clean after use and clean your baby bath after use.

Please remove all personal items after use in the bathroom and ensure that all towels are dried in an appropriate place.

Please ensure that there is nothing left on the floor, or lying around including nappies.

**Never leave your child unattended in the bath or in the bathroom.**

**Please ensure that all water is tested before putting your child into the bath**

### **Garden**



No shouting or speaking loudly in the garden. Be respectful of neighbors please.

Please put all equipment away after use including anything that belongs in the garden or anything that belongs in the house.

If drinking or eating at the garden table please ensure that the area is completely cleaned and swept.

Please wipe your feet and take your shoes off and your child shoes off when entering the house



Never leave you child unattended in the garden!

### **Smoking**

Smoking permitted ONLY in designated area. Smokers Jackets must be worn when smoking



Please ensure that the cigarette butts are disposed of safely and that they are fully extinguished, use the ash trays to extinguish cigarettes and after using the ash tray put all cigarette butts in the bins provided.

**DO NOT THROW CIGARETTE BUTTS OVER THE FENCE or on the floor!!**



Remove jacket, Wash hands, clean teeth, (remember you hold smoke in your lungs for a short period of time 'please see smoking policy' do not exhale on children after smoking)

**Under no circumstances is smoking permitted anywhere in the house apart from the designated area.**

### **Office**

Office phone to be used to call social worker, DWP, etc. (NO Social Calls)

For office use only	
Author	Lancaster Care Ltd
Date written	01/10/2021
Last date modified	17/11/2021 11.55 am
Modified by	SB
Version	3.0
Next policy review date	November 2022

Do not enter the office without knocking, knock and wait for staff to answer.

### **General**

Please keep communal areas clean and tidy and how you wish to find it.

Please be considerate of other residents. Be respectful to staff and each other.

Remember to turn lights off and all electrical equipment when and where necessary

Do not open the front door unless instructed to do so by a member of staff.

Attend weekly house meeting.

Attend key work sessions

Attend 2 parenting/ education sessions per week

There are no visits to the center during the lockdown period.

Please be aware and cooperate with all bag searches and appreciate that production of receipts and phone and social media screening may be requested.

Do not lend money to other residents or ask to borrow

Dressing appropriately and modestly when in communal areas of the house, having regards to visitors, staff and other residents.

All rubbish is to be put in allocated bins e.g., Nappies in the nappy bin (must be put in nappy sack). Food in food waste bin and general rubbish in bin provided.