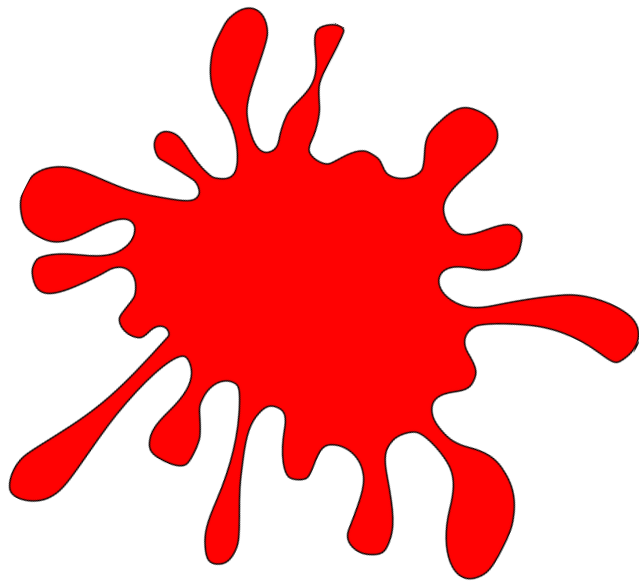
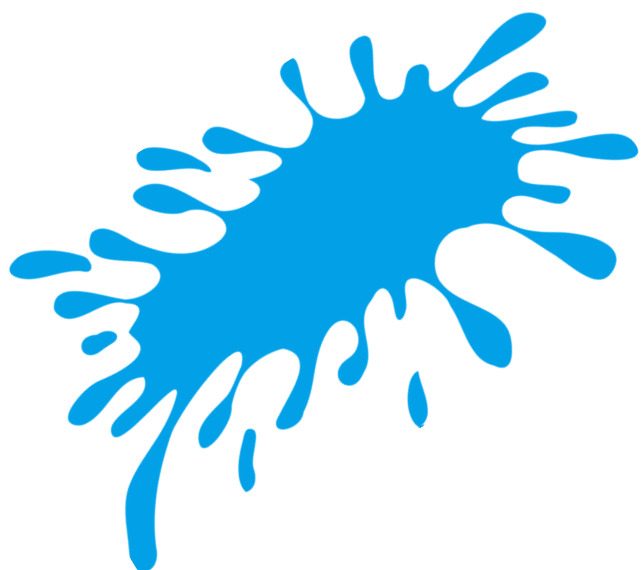
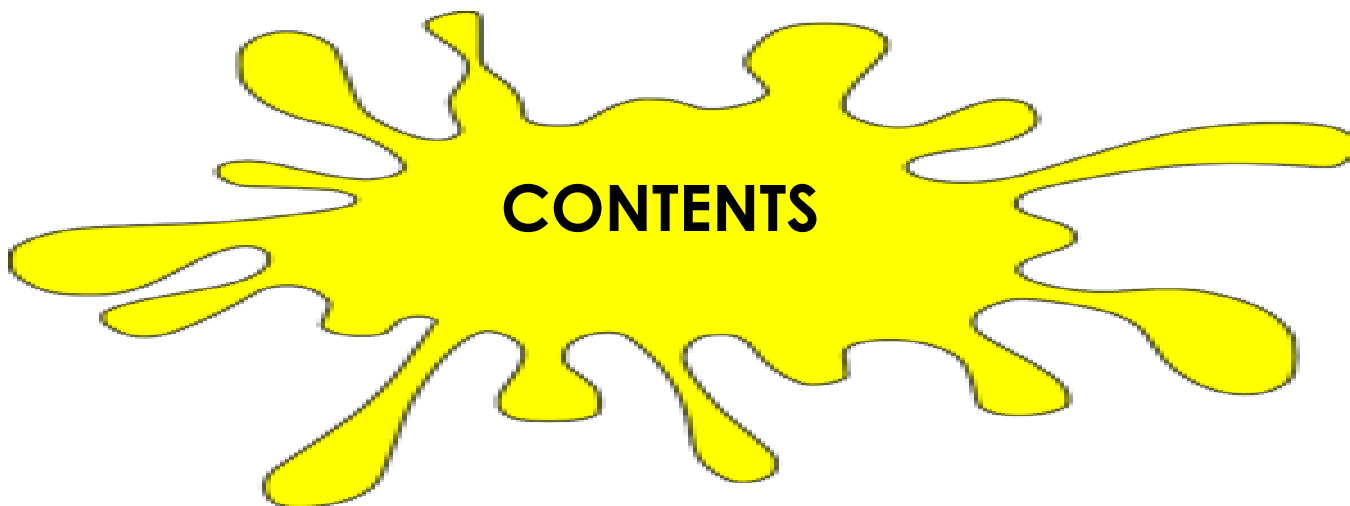


# ST. JOHN'S



## Young Person's Guide





**Page Number**

<b>3</b>	<b>Welcome</b>
<b>4</b>	<b>Living at St. John's</b>
<b>5</b>	<b>Living areas</b>
<b>6</b>	<b>Staff</b>
<b>7</b>	<b>Keyworker</b>
<b>8</b>	<b>Support plans</b>
<b>9</b>	<b>Your rights</b>
<b>10</b>	<b>Bed time</b>
<b>11</b>	<b>Activities</b>
<b>12</b>	<b>Family &amp; Friends</b>
<b>13</b>	<b>Feeling safe and your behaviour</b>
<b>14</b>	<b>Complaints</b>
<b>15</b>	<b>Independent visitor</b>
<b>16</b>	<b>Food and drink</b>
<b>17</b>	<b>Questions</b>



Welcome to St. John's . This booklet aims to give you information about the important things you will need to know when living at St. John's.



St. John's is a Residential Special School. This means that all young people who come to St. John's do so to receive education. Some attend on a daily basis, however some Children and Young People will also live at St. John's.



## Living at St. John's

### Types of residential placement:

- **Weekly Boarding** -This means that you stay at St. John's from Monday—Friday and return to your parents/carers every weekend and for all school holidays
- **Fortnightly Boarding** –This is similar to weekly boarding but you will return to your parents/carers every other weekend. The weekends when you don't return home, you will stay at St. John's
- **Termly Boarding** - You will stay at St. John's for the whole term including weekends and return to family/carers for school holidays



There are 2 living areas at St. John's School. They are:

- **Seaford House**
- **Rainbow View**

All of the houses are onsite. Seaford House is a stand-alone house which has 8 bedrooms.

Rainbow View is located within the main school building above the educational areas. Rainbow View has 5 bedrooms .

Before you move into St. John's you will be invited to come and visit, so that we can get to know you and so that you can see the houses. Once it has been agreed that you can come to St. John's the Care Manager — Emma Gibbons, will then decide which house you will move into. This will always be based on your needs, the other young people who you are likely to get on with and most importantly where you will be happiest.



Within each living area, there will be a team of Residential Support Workers who will support you to develop your independence and social skills and help you with the things that you find difficult.

There are also two Lead Residential Support Workers, who you will get to know. They will work across all houses but one of them will be responsible for the house in which you live. Their job is to make sure that the houses run smoothly and that your needs are met. There is also a Care Manager who oversees all of the houses and the staff. Their job is to support the staff team in making sure that you receive the best care.

## **Night Staff**

Each house has Residential Waking Night Support Workers. There are generally two of these people in each living area, every night of the week. Their job is to stay awake all night and make sure that you are safe and well. If you are feeling worried, upset or ill during the night, the night staff will make sure you are well looked after.

There is also a Night Team Leader, their job is to support the night team in making sure you are safe and well looked after. They also decide the best place for the night staff to work to ensure that everybody's needs are met. They will also be available if you wish to talk to them.



All young people have a keyworker. This will be a member of staff from the team that you get on well with. Their job is help you to feel safe and at home. They will write your support plan with you to make sure that everybody offers support in a way that works for you.

Together you will create targets for you to work towards; these can include targets around personal care, independence, behaviour, wellbeing and social skills.

They will attend meetings and medical appointments with you (if you want them to) and be the person who speaks regularly to parents, carers and other important people in your life.

They are someone who you can talk to about anything that is worrying you and you will have a weekly meeting where you can discuss your week, what has gone well and what hasn't gone so well.

Your keyworker will also help you with budgeting your money, shopping for clothes and finding out about different activities that you would like to take part in.

A large, irregular blue splatter graphic with many pointed, brush-like edges. The text 'Support Plans' is centered within this graphic in a bold, black, sans-serif font.

## Support Plans

Your Support Plan is a document that you and your key worker will write. It will be used to let other staff know exactly how you want and need to be supported. It includes sections about what you like and dislike, how best to support you when you are upset or angry, the best way to communicate with you and things that you may need help with.

A large, irregular green splatter graphic with many pointed, brush-like edges. The text 'Your Responsibilities' is centered within this graphic in a bold, black, sans-serif font.

## Your Responsibilities

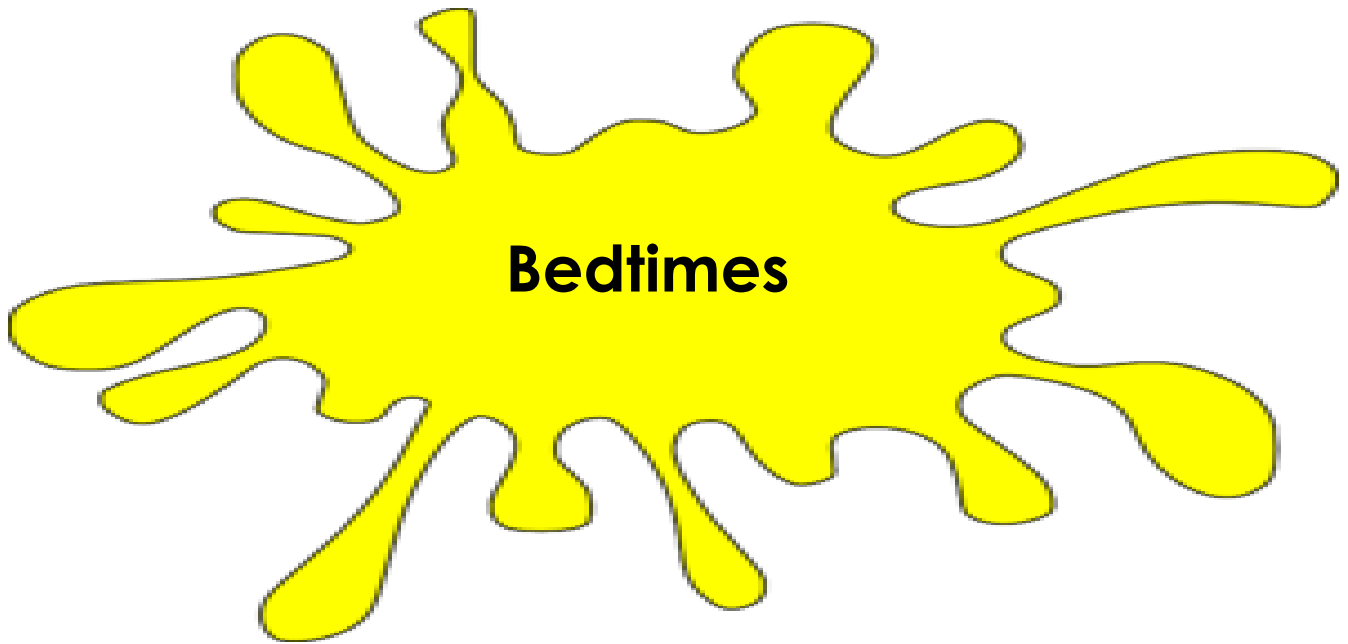
- Not hurt or harm others
- Not put yourself or others in danger
- Respect the privacy of others
- Not to abuse or bully others
- Not damage other people's property.





**These are:**

- To be treated with dignity
- To be treated as an individual
- To be able to make choices and decisions about your life
- To have your needs accepted and respected
- The right to receive appropriate care and support
- To have your views and opinions listened to and respected
- The right to complain
- Maintain and develop social contacts and interests
- To be well
- To be valued
- To be able to receive an education
- To develop confidence and self esteem
- To be safe.



Your bedtime will depend on your age. Most learners are expected to be in their rooms and settled by 10pm. You don't have to go to sleep, you can watch a film, TV or read. On the nights before a school day, staff will encourage you to turn off your TV or stop reading by 11pm so that you can get a good sleep and that you are not tired for school the next day. At weekends you can stay up a little later; again how late will depend on your age and your behaviour.



- On school days you will be woken between 7 & 8am, depending on how long it takes you to get ready in the mornings.
- At weekends you can lay in and get up whenever you are ready, unless you need to be somewhere at a particular time.



Many off-site activities are arranged each week like:

- Bowling
- Cinema
- Trampolining
- Swimming
- Shopping
- Going to cafes

On site activities include:

- Football
- Using the youth club
- Playing pool
- Using the sensory room
- Outdoor sports

These can all happen with other residents or with staff on a 1:1 basis.

We want all learners to develop interests in a range of activities so we are always happy to hear of new things that you would like to do and will always do our best to arrange these for you.



## **Family and Friends**

You are able to make contact with family and friend via email, telephone and skype unless we have been told by your social worker that there are certain people you cannot have contact with.

Visits from others needs to be pre-arranged with the team so that they can ensure you are prepared and ready.



## **Food and Drink**

The staff team encourage a healthy balanced diet and will ensure all of your dietary needs are met. If there is anything you like or don't like, just let them know. We try to encourage healthy eating and everyone is expected to take part in the planning and making of the meals, this includes shopping for all of the ingredients.

We will always respect your religious, health and cultural needs when planning menus and cooking meals.



We want all young people at St. John's to feel safe. There is a team of people who make sure that everyone is safe. They are called the **Safeguarding Team**. You can speak to any member of the team about anything that means that you don't feel safe. You can also talk to other staff members but they may have to let the Safeguarding team know.

If your behaviour means that you are doing things that may cause you or other people to be unsafe, the staff may make you or others safe by helping you to move to a safe place or they may hold you to prevent you from hurting yourself or others. We will do this in a safe, dignified and respectful way and only as a last resort. This is not done as a punishment but to make sure that every body is safe.

All staff are trained in Maybo physical intervention methods to ensure that it is done safely. The holds are designed to be used to keep young people safe, without causing you any pain,.



The first thing to do, if you feel that you can, is to talk to your Keyworker or any member of staff at St John's.

All staff will listen to your complaints and take them seriously.

An Independent Visitor is also available to hear your concerns, if you would like to meet them ask your keyworker or care staff to contact them to arrange a visit or phone call.

If you are not happy with the reply you receive from St. John's when you complain, you can take your complaint to your local social services department.

You will need to follow their complaints procedure – your social worker, care manager or the department itself will explain what to do.

You can find the address of your local social services department at [www.direct.gov.uk](http://www.direct.gov.uk).

The care service or the social services department should try to sort out your complaint themselves and put things right to prevent the same thing happening again.

You can also make a complaint directly to Ofsted:

**Piccadilly Gate, Store Street, Manchester, M1 2WD**

**Tel: 0300 123 1231 or email: [enquiries@oftsed.gov.uk](mailto:enquiries@oftsed.gov.uk)**

You can also contact: **Anne Longfield - Children's Commissioner**

**Tel: 0800 528 0731**



## **Independent Visitor**

Heidi Caplen-Kingston is the Independent Visitor. She comes to St. John's every 1/2 term to check that everyone is happy, safe and learning new skills.

You can talk to Heidi when she visits or ask your keyworker or residential staff send her an email if you want to speak to her before her next visit.

# Conclusion

I hope that you find this guide useful. I'm sure that you will have many other questions that we will be happy to answer. We look forward to seeing you soon.

Emma Gibbons





