

HADRIAN HOUSE
Transition Unit
SOP Addition Information

Hadrian House

Hadrian House is a 2 bedded transition unit within the perimeter of Kyloe House Secure Children's Home . Facilities include:

- Lounge
- Dining room
- Kitchen
- 2 Bedrooms
- Upstairs Lounge
- Study
- Bathroom
- External Garden

Young People will reside in this house for the following reasons:

- Those who require and are able to prepare for resettlement in a less structured environment being tested via mobility prior to discharge.
- High dependency - young people who cannot live within a group or are having an adverse effect on other young people - requiring a higher level of support.

Ethos of the House

The ethos of Kyloe House as set out in the Statement of Purpose applies within Hadrian House. Through a committed and well trained staff team and partnership working young people will be supported with transition to the community, into a group setting, or to appropriate placement which will meet their needs.

Residency.

Criteria for young people in Hadrian House is the same as specified in the statement of purpose, however if a higher level of support is required this can be offered with the aim of encouraging development of social and coping skills. Extra funding for staffing may be required and will be agreed with the LA.

Numbers of young people in the house at any one time will be determined by the Kyloe Care/education teams and other relevant professionals such as LA's, KOLVIN.

Should young people be moving to a community setting then there can be 2 YP residing within the unit. Step down - young people giving independence and responsibility to assist with transition.

If a young person is designated as 'High dependency', only 1 YP will reside in the house.

It must be recognised that Hadrian House is not a mental health (Tier 4) and does not replace this type of resource.

Access to services

Young people residing at Hadrian House will have access to all available services working into Kyloe House. This includes school nurse, GP, dentist, optician, SORTED drugs and alcohol service, Kolvin service which includes Psychiatrists, Psychologists, Community Nurse Practitioner, Speech and Language therapists, Occupational Therapists, mental health advocate and hairdresser as required. High dependency may require higher levels of support from health/partner agencies. To be developed within secure stairs model.

Staffing Levels

- a) Minimum of 1 member of staff to 2 young people, shifts include early / late / WNCO
- b) Minimum of 2:1 staffing levels shifts include early / late / WNC. Staff will be from the current staff team and will ideally be the linkwork team identified for the young person. If a young person is high dependency additional staffing, still required from CA funding. Staff skills and knowledge will also be taken into account.

Individual risk assessments

Kyloe House values, principles and risk assessment system apply within Hadrian House. Every young person will have individual risk assessment plan and strategies.

Every young person should have written risk management strategies. These strategies should be discussed at staff meetings and any changes proposed should be agreed by a manager.

Staff need to be vigilant and concerned about risks and any matter or situation that they believe may constitute a risk and must bring them to the attention of the Team Leader, shift coordinator or a manager.

Mobility & Section 25 Order

YP subject to the transition process, will continue to remain on an order under Section 25 Children's Act 1989. The order will remain in force until discharge from Hadrian House.

During their stay within Hadrian House, it is anticipated that mobility will be more regular and aimed towards young people's needs and preparation for discharge. Risk assessment and individual management plan still apply and need to be agreed with LA.

Current policy and procedure regarding mobility will remain in place whereby mobility must be agreed by Centre Manager (or Duty Manager in her absence). Mobility forms must be fully completed prior to mobility, and reviewed for outcomes upon return.

Smoking

Kyloe House remains a non-smoking building (Including Hadrian House and the grounds associated with). This applies to young people, staff and visitors. Any smoking paraphernalia utilised by young people when out on mobility MUST be handed to staff before returning to the home. All young people who wish to smoke must have an agreement by local authority/ someone with parental responsibility as part of their care plan prior to allowing access.

C.C.TV

C.C.TV is in operational throughout the home internally and externally (not in the young person's bedroom). Images are monitored for the purposes of security, ensuring the safety of young people and the general public. This scheme is controlled by Northumberland County Council and managed on site by Kyloe House. Visitors to the home are made aware of the CCTV recording via information within handbooks and relevant signage.

Recording

Log Book

Hadrian House will have an individual logbook which is the same as current log books within Kyloe.

- Each new log book is numbered with a start date.
- All staff names, signatures and initials are entered into the front of the log book. This enables identification of signatory entries.
- Start each new day on a new page. This aids easier referencing.
- Each page is numbered, to ensure that there are no missing pages.
- Staff on duty are identified at the beginning of each day for early, late and waking night shifts
- The name of the person and time of log entry are entered into the first two columns of the log book i.e. times of a young person's comings and goings from the home, staff leaving/returning, visitors to the home, telephone calls etc.
- Every entry is signed by staff making the entry. The signature should be consistent with the specimen signature in the front of the log.
- Leave a line between entries for ease of reading.
- It is helpful for staff if their name is identified and highlighted in the left hand column if there are any messages.
- Entries should be as short as possible. Contents of entries should be clear, concise and correct and not contain any information of a confidential nature.
- The log book should be a source of information of a non-confidential nature and a directory to where the reader can find further information i.e. daily notes, main file.
- If the page is not fully complete, draw a diagonal line across the remainder of the page before commencing a new day with a new page.

Diary

The homes diaries are integral to the smooth running of the home and must be kept up to date and checked regularly. Appointments that are missed from the diary can be frustrating for the young person and both internal and external providers.

- The diary must be used to record all events concerning the young people i.e. appointments to see a doctor, review dates, meetings, sessions, Social Worker visits etc.
- Diary entries should be made using the online staff portal with direct access to the electronic diary.
- The waking night staff should copy all diary entries onto the Handover Sheet for each new day.

Files

- Each young person has two hard copy files; a main file and an IP file. They also have an electronic version of the main file that is used to store all information that is more than 4 weeks old.
- It is the responsibility of all staff to ensure that files are kept tidy and are sectioned correctly. Individual Link workers/Managers should regularly check this is the case.
- Young people can have access to their file, however any information of a sensitive nature should be removed first. Permission to see information in the confidential section would need to be sought in writing from the Social Worker.
- If young people wish to see their Social Worker's file, then this request must be put in writing to the Social Worker.
- After a young person moves on, Link workers will archive the files and a manager will arrange to move the electronic file to archive.

Logs/Documents

- All files / logs/documents to be stored in staff office. Staff to be aware of confidentiality.

Education/Vocational

YP can access education within Kyløe House 5 days per week.

Every young person has an individual learning plan based on initial baseline assessments. Teacher's individual lesson plans reference appropriate risk assessments related to learning activities.

All vocational subject area risk assessments are located in relevant area.

(See additional documents)

HADIRAN HOUSE

POLICIES AND PROCEDURES

Use of the Entrance Door

Young people who are being tested in mobility may use the front door to enter and exit the unit. Control will have overall responsibility of who enters and exits the Hadrian House. Young people using the entrance door will alert control via a stentofon which also activates a camera, to ensure security measures are in place. Control Staff and Hadrian House staff will then see who has requested to enter the House. Control will manage the operation of opening and closing door the main entrance door. Staff will confirm the name of the young person to control via radio/telephone, to ensure the fire registration is updated correctly.

Once the young person has entered the entrance airlock, staff will then take over responsibility for welcoming the Young Person into the House.

Staff have to take responsibility for all items that are brought into the building and to ensure dangerous objects/ restricted items are not brought in.

Staff will greet the young person into the reception area and follow security procedures

- Young people will be asked to hand over any restricted items or personal belongings for safe keeping. These will be stored securely in a locked cupboard in the staff office.
- Clear record must be kept of all items handed over.
- Staff to complete an inventory of Young persons belongings to be signed by both young person and staff.
- [Restricted Items Procedure](#)
- [Restricted Items Checklist](#)

When staff are leaving Hadrian House on mobility with a young person, they must inform the Duty Contact to update them. The Duty Contact will then take the staff & YP to the entrance airlock and take possession of the staff members keys, PAAS & belt. Staff will then use the stentofon to contact the Control Officer and exit the building. The Control Officer will then mark all persons out of the building to ensure Fire & Security procedures are followed. The Duty Contact will then return the keys/PAAS & belt to the keys to the Control Officer to ensure they are accounted for as per Control Officer procedures.

Upon return to the building, staff & YP will press stentofon at Hadrian front door, to alert Control of their return. Control will open the front door and allow them into the entrance. Control Officer will then alert the Duty Contact who will obtain keys/PAAS/Belt of the staff member, then welcome both parties into reception and return the keys/PAAS & belt to the staff member.

Fire Procedure

Fire procedures will be displayed within the house. All staff within the house will receive fire training. Fire tests will be carried out weekly and fire equipment checked on a monthly basis in accordance with Kyloe House fire procedures.

All visitors will be made aware of what to do in event of a fire alarm sounding or discovering a fire.

[Hadrian Fire Evacuation Procedure](#) (See attached)

Use of Garden Area.

Garden area can be accessed dependent upon RA. (See attached)

Independent Living Skills

Hadrian House has all the facilities for young people to develop independent living skills

Meals should be cooked within the house - young people can do this supported by staff dependent upon RA. Young people can be given the choice of Kyloe's main menu and meals can be accessed from the main kitchen.

YP engaged in the transition process and moving to live independently will be supported to budget, shop & cook etc, as part of the moving on process with the support of staff.

Response

Staff to respond to any PAAS alarms via the courtyard or corridor. PAAS activation within OAK will refer to the upstairs within the home and includes bedrooms, study, bathroom and upstairs lounge. PAAS activation within MAPLE will refer to the ground floor level within the home., including kitchen, lounge, dining room, staff office, lobby and entrance.

A comprehensive scenario based training package will be undertaken by all CALM trained staff. This will incorporate potentially dangerous situations that may be faced (volatile young people within area of staircase, out of the ordinary equipment within transition home, etc.). This will be constantly reviewed and updated based on experience and outcomes.

Group Living

To encourage group living and social interaction YP living in Hadrian may join in activities on Alder / Willow. This must be pre planned and consideration given to risk assessments. There is also opportunity for YP residing within Alder/Willow to join residents in Hadrian for activities/ meals etc. This would also encourage social interaction and maintenance of appropriate relationships.

Chill Out Room

Multi Function Room

- For young people to access the chill out room, they must have achieved Band 3 within PSP. This also subject to risk assessment.
- Family Visits can be held in here subject to risk assessment but not bands.

RA - Bedroom doors

If a young person has deemed at significant risk of self harm and needed frequent and constant observations the door will be locked back.

It has been identified that there is a ligature risk when the bedroom door is in the locked back positions. When the door is locked back YP would never be left alone in this area. If a door is unlocked this must be agreed by the Duty Manager and records kept to explain rationale and observations. (See attached RA)

Use of Stairs

Advice to be sought re use of CALM on stairs.

Moving and handling training in particular carrying large items up stairs.

Staff to wear appropriate footwear at all times on unit (no slippers/flip flops/sliders)

(See attached RA)

Visitors to Hadrian House.

Hadrian House encourages visits from young people's family, friends, professional colleagues and other relevant visitors. It is essential that all visits are carefully subjected to risk assessment in order to maintain the safety & security of all young people who reside

within Kylee/ Hadrian House. All visitors must have been agreed by the YP Social Worker/ Placing Authority.

Visitors will need to go to Kylee House reception. Visitors will then be directed to Hadrian House main entrance. The Control Officer on duty will then ring Hadrian House (call divert system will be set up) to notify the home of the visitors arriving.

Staff will also log all visitors in and out of the unit within the log book.

Visitors can use the dining room as a meeting room or depending on confidentiality (other YP in unit) or current facilities within Kylee House.