

**“Creating an environment
where children and young people
can mature and grow”**

Vinney Green Secure Services
GOLDEN RULES



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These golden rules are given to all staff to be used as a reference guide. They contain rules that all staff must know and adhere to. Young people will also have access to these rules.

Core Values

The Unit has a set of core values so staff are aware of what is expected of them and the young people.

The following must always be challenged immediately by staff and appropriate action taken:

- ▶ Racism

- ▶ Sexism

- ▶ Swearing

- ▶ Play fighting

- ▶ Comments about personal appearance, sexual orientation, disabilities or age

- ▶ Aggressive behaviour

- ▶ Disrespect to staff or visitors

- ▶ Damage to the building and its contents

- ▶ Graffiti

General Rules

- 1 All young person's property that is not in a young person's room is kept by the Facilities Manager in the property store. Any property removed from a young person's room to make it safe should be appropriately stored.
- 2 Young people with a tongue stud on admission can keep it in. All other piercings (ear, nose, eyebrow, and other body parts) are not allowed. These items are to be removed on admission and stored in the young person's property and kept until their release date.
- 3 Young people are only permitted 1 bracelet, 1 watch and 1 necklace on their person or in their room. This is to be decided on admission and extra items are to be placed in their property.
- 4 Young people and staff are not permitted to wear hats, bandanas or low slung trousers/ jeans.
- 5 Crop tops and string vests can only be worn under another item of clothing.
- 6 No young person or member of staff is permitted to be bare chested at any time – this still applies in hot weather.
- 7 Young people and staff are not permitted to show bare skin around the abdomen or wear tops with low cut necklines.





- 8** We do not advocate any illegal activities within the unit, (this includes music, posters, jewellery and clothing) that promote the use of drugs, violence, nudity, guns, gang culture, racism or sexism. Posters which are considered unsuitable will be removed and destroyed.
- 9** All aerosols, glass bottles and cans are banned items. The only exception is when these are required as part of an activity. They must be accounted for at the end of the session. They are not allowed in a young person's bedroom.
- 10** Young people are not allowed to have in their possession tobacco, lighters or other smoking materials. These items are deemed as contraband and will be confiscated and destroyed.
- 11** Young people are not permitted to have money in their possession; this is also considered contraband and will be confiscated and given to charity.
- 12** Any young person found in possession of any contraband will be given an appropriate sanction.
- 13** Any incident or suspicion of illegal activity must be immediately reported to the Duty Manager.

- 14 Any incident in which a young person is the perpetrator, and which results in police involvement, will automatically result in a red card.
- 15 All incidents of criminal damage must be immediately reported to the Duty Manager.
- 16 Gambling of any kind by young people or staff is strictly forbidden.
- 17 Young people must always wear footwear when out of their bedrooms.
- 18 Slippers can only be worn on the carpeted areas/dining rooms. They are not allowed in Education.
- 19 The control rooms are strictly out of bounds to young people and young people should not stand or sit in the open doorway.
- 20 When young people use the laundry facilities, staff are to ensure that the machines are set at the correct settings. Young people are not allowed to change the settings of machines that other young people are using.





- 21 Young people should never be left unsupervised outside of their bedrooms except when they are in a non supervised visit, the toilet or bathroom. When a young person is in their bedroom, they must be checked every 5 minutes, if they have been singly separated, or 5 or 15 minutes if they have elected to go to their room. This will depend on their risk assessment.
- 22 During night time hours, young people are to be checked every 5 or 15 minutes depending on their risk assessment. The building is to be checked at least every hour.
- 23 All young people are on the Rewards and Incentives points system unless agreed by the multi-disciplinary weekly team meeting which can put them on an individual programme.
- 24 No drinks to be consumed in the classrooms, gym or the corridors (except Food Technology, the Vocational Centres or Fitness Room).
- 25 Young people are not to use the unit's staff telephone system without the permission of the Duty Manager. If they do, young people must be appropriately supervised during their phone call.

- 26 Any young person who wants to shave can do so under staff supervision. This includes both male and female young people. All razors must be returned to staff.
- 27 Young people are not allowed to lend, borrow, give away, buy or sell personal items.
- 28 Young people are only to be searched as per the search procedures.
- 29 Mixed activities will only take place with prior agreement of a manager and have to be planned.
- 30 No 'play-fighting' between the young people, or staff and the young people, is permitted within the unit at any time.
- 31 Young people should respect other's personal space and physical contact between young people should be discouraged. Any contact deemed inappropriate should be immediately challenged and stopped.
- 32 It is the responsibility of Care staff to ensure that menus are filled in by the young people and for themselves for the week ahead. It must be remembered that some young people cannot read.





- 33 If agreed by a Senior Manager, and a risk assessment completed, young people may wear a suitable belt. If they are on five minute checks, the belt must be left outside of their room whenever they enter.
- 34 If a young person misses breakfast because they did not get up in time, they will not be allowed to join another sitting.
- 35 Lights must be on at all times in all rooms that are being used for activities when it is twilight or dark, even when watching TV.
- 36 All food brought from the Food Technology room is to be eaten in the young person's bedroom. Any food to be shared can be given out at supper.
- 37 Young people are not allowed to sit in the diamond air lock.
- 38 If young people are walking around the astro pitch or the tennis court, they must be accompanied by a member of staff so the staff member can hear the conversation and see what the young people are doing.
- 39 Only the Duty Senior can change an agreed activity and all young people taking that activity will also have to agree. If the activity is enriched then it cannot be changed.

- 40 Post will be distributed on the day it is delivered to the unit. The Duty Manager is responsible for ensuring this happens.

Education

Young people are not allowed to leave a classroom until the member of staff taking the lesson is happy that all dangerous items and equipment is accounted for. The person taking the lesson is responsible for ensuring that young people do not leave the room until all necessary checks have been completed and every item is accounted for, in all circumstances.

Tuck/Unit Shop Items

- 1 Will be distributed on a Wednesday each week.
- 2 The cost of tuck/shop items will be taken from the young person's savings. There is no extra money for tuck/shop items.
- 3 Drinks, sweets, crisps etc. from the unit tuck shop can only be consumed in the young people's bedrooms.
- 4 Chewing/bubble gum or lolly pops are not permitted anywhere in the unit.
- 5 Tuck is not to be given away. It can only be consumed by the person who has purchased it.





Use of Astro Pitch

- 1 The designated staff to young person ratio must be maintained at all times.
- 2 Young people are not allowed to wander off around the fence without staff supervision.
- 3 All equipment used should be accounted for and returned at the end of the activity.
- 4 Once in, the control room must be radioed to confirm that all of the young people are accounted for.

Activity Room/Lounge Phase 1 and 2

- 1 No drinks in the Activity room/lounge. Water can be consumed in both phase 1 and phase 2 dining areas.
- 2 All young people are to sit properly on the chairs provided, with their feet on the ground.
- 3 The correct staffing ratio must be maintained at all times.
- 4 Store rooms are out of bounds to young people at all times, no exceptions.
- 5 Pool balls and the cue must be put away at the end of each activity. The pool balls must be counted out and back in.
- 6 Only one pool cue to be out at any time.
- 7 Pool table to only be used during specified activity periods.





Dining Room Phase 1 and 2

- 1 Both hatches must be supervised during mealtimes in both phase 1 and phase 2. This can be done by one person, in each phase. In phase 1 the member of staff must stand by the hatch, whereas in phase 2 the member of staff can watch the hatch from a meal table.
- 2 All young people must be seated in the chairs provided, not on the tables or the window sill.
- 3 All tables must be supervised by a member of staff.
- 4 Staff are to sit facing the hatches where they have a clear view of the dining area.
- 5 Puddings are only available after the serving of the main course.
- 6 Neither young people nor staff are not permitted to lean over the food counter.
- 7 All cutlery has to be accounted for before young people are allowed to leave the dining room.
- 8 Only one main course and one pudding is permitted. There are to be no second helpings, except for vegetables.

- 9 Young people can have fruit with meals one piece at a time. No fruit is to be taken from the dining room.

Bedroom Corridors/Bedrooms

- 1 Young people are not permitted in the pods (phase 1) or in the bedroom corridor (phase 2) unsupervised.
- 2 Young people are not to be left unsupervised when outside of the control room (phase 1/ phase 2).
- 3 Young people are not allowed to enter another young person's bedroom.
- 4 Bedding, clean or dirty, should not be left in the corridors except on bedding change day.
- 5 All corridors must be kept clear of obstructions at all times.
- 6 Random room searches are to be carried out every day.
- 7 Only unit fire retardant bedding is allowed.





Electrical Items

- 1 Electrical items for the young person's rooms are issued on a Wednesday after the points have been calculated by the Duty Senior.
- 2 The electrical store is strictly out of bounds to all young people.
- 3 Only games supplied by the unit are permitted.
- 4 Non-working electrical items must be reported to the Duty Manager.
- 5 Deliberately damaged electrical items must be reported to the Duty Manager who must complete an 'additional measures of control' form and place it in the responsible Deputy Manager's drop (responsible for electrical items).
- 6 No X Box games are to be taken into a young person's bedroom.
- 7 Deliberate breakages to telephones will incur a mandatory one week's wait before a replacement telephone will be issued. During this week, supervised calls in the young person's bedroom can be made. A member of staff will be present when the call is being made. After the call, the phone will be removed. If the young person deliberately

damages the phone socket in their room, they will not be able to make a call until it is fixed. They are not to use the staff's telephone system.

- 8 All deliberate damage will be charged to the young person or reparation made in some circumstances (restorative justice will be used where appropriate).
- 9 No electrical equipment is to be taken from a young person's room for use in activities around the unit.
- 10 Young people are not permitted to bring videos, DVDs, CDs, Playstation or X Box games into the unit. They are to be stored in their property. Appropriate CDs can be put on the music system.
- 11 Any authorised DVDs or CDs brought into the unit by staff or visitors must be originals and age appropriate. No Parental Guidance CDs are permitted in the unit.
- 12 When a member of staff has issued an iron and ironing board to a young person, it is that member of staff's responsibility to put it away. Do not leave this for someone else to do.
- 13 Care staff are to check the condition of electrical cables on all equipment used by the young people.





Cleaning Equipment

- 1 Cleaning materials for the young people's bedrooms are only available until 08:45hrs on a school day and 12:00 hrs during school holidays and weekends unless otherwise specified by the Duty Manager.
- 2 Staff are responsible for ensuring all cleaning items are accounted for after use.
- 3 All cleaning items are to be put back into the store immediately after use.



Visitors

- 1 All visitors must be in possession of a unit picture ID which must be worn so that the picture is clearly visible.
- 2 Visitors are not allowed to bring in confectionery, cans, drinks or food into the visit, except for religious festivals which have to be agreed prior to the visit by the Case Manager.
- 3 All visitors are to use the lockers provided in reception for non-permitted items. If any contraband is passed to a young person, this will result in immediate expulsion from the unit and will be reported to the police if it is an illegal substance. All further visits may then be supervised.
- 4 Visitor's outside coats are not allowed into the unit. They are to be left in the lockers provided.
- 5 All supervised visits have to be pre-booked.



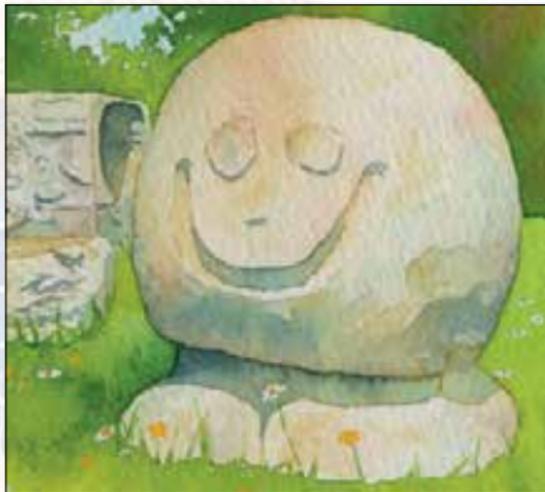


Phase Two

- 1 All straighteners/hair dryers or electrical products are to be used in the Beauty room only.
- 2 The Beauty room is to be used during activities and in the morning. First sitting will use the Beauty room after breakfast until 8:20 and the second sitting can use the room until school. If young people do not get up for breakfast or clean their room, they will not be allowed to use the Beauty room before school.
- 3 One person is allowed in the TV room off the lounge on their own if the remainder of the group is in the lounge.
- 4 If using the TV room and/or the high dependency lounge for activities, the lights must be on at all times when it is twilight or dark, even when the young people are watching TV.
- 5 Drinks are not to be consumed in the high dependency lounge (except during break) or TV room.

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