

# Foxgloves



## Short Breaks Home

A guide for young people, parents / carers

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## Introduction

This book is for you and it should give you information about what you can do when you come to visit Foxgloves. It will tell you how we support and care for you.

There are many reasons why children / young people have short breaks is for you to have fun and make new friends away from home. However long your stay is we will provide a safe and secure home where you can **enjoy yourself!**

Every child who stays at Foxgloves has a Support plan. This is written so that we know how to look after you and what you like, or don't like to do. You, your parents / carer, social worker, school and doctor all help to write this.



### What is a short Break?



Short breaks support you and your family by giving you an opportunity for an overnight stay away from your parents / carer and family. An overnight stay means that you can come to Foxgloves to be cared for by staff; you can make lots of friends and get the chance to go out and take part in lots of fun activities! Some young people only stay at Foxgloves for one night a month, but some stay for up to four nights. This depends on what you, your social worker and your family think you would like.





## Environment

Foxgloves is a large Victorian house in Bedford.

It is within walking distance to the town centre and local parks.

We have 3 large bedrooms with en-suite shower rooms; we also have 3 other bedrooms that are all on the ground floor, with a sink. All these rooms are very close to our many bathrooms around the house.

We have Televisions, DVD's, a Nintendo Wii, books, and lots of arts and craft things!

The building is set within large mature gardens and has swings, a climbing frame with a slide, race track, adventure climbing trail, lots of bikes, go karts to race on! Our new addition to the garden is a very large trampoline; parent/ carers consent is needed to access this.

The house has a dining room, sensory rooms, and two lounges where the Nintendo Wii and television can be watched. We have lots of toys and games so young people can choose an activity they may wish to do. We have a young person's computer room, with two touch screen windows 8 computers; these are available to all throughout your stay.

## Your bedroom

When you come to stay at Foxgloves you can choose your own bedroom.

You can bring in some personal things to put in your bedroom to make it feel nice.

Each room has a wardrobe, single bed, desk and chest of drawers.

You can go into your bedroom at any time; it is your own private space. If you would like to socialise with your friends you can do this in the lounge or communal areas.

You can have toys, book or even listen to your CD player in your room at night. This has to be agreed by your parents / carers; you still have to go to sleep on time!



## Respect

It is important that we respect your wishes.

If you want space or time to be on your own then we will respect this.

You should always respect others and listen to their choices and opinions.



## Key Worker

At Foxgloves each young person and family are given a key worker.

A Key worker is a member of the staff team who will be chosen by the managers to take special interest in you and your support plan. They will write and update your support plan.

They work closely with you by asking you how you want to be looked after, your family and others such as your schools, social worker, doctor and other carers.

You will have a key worker but other staff will also support you.

Your key worker will be the person who attends meetings with you and your family.

Your key worker will arrange anything you may need for your stay.

You can talk to your key worker about anything that is worrying you. Or you can talk to a different adult; we are all here to help you.

## **The Foxgloves Staff Team**

*1 Manager*

*2 Deputy Managers*

*7 Full time Residential workers*

*5 Part time Residential Workers*

*5 Waking Night Staff*

*1 Administrator*

*1 Domestic*

*And Relief workers*

Foxgloves is managed by the manager, ensuring you are cared for safely and properly. Deputy Managers and residential workers will work with you directly supporting you with all the tasks you need may need help with. All staff will encourage you to make choices about your lives, Foxgloves will ask you to help write your care plan, and complete questionnaires to enable you to know where to go or who to talk too if you feel sad or scared.

Staff will write in your communication book about your day, you can help too so your parents / carers know what you have been doing.

Staff are here to help you, if you need help or just support you in everyday tasks. They will also support you to do some of your favourite things like swimming, shopping, going to the park, or cinema.



## About you and your rights

You have a right to tell us how you would like to be cared for.

You can have access to information on how we support you and your own support plan.

We ask you how you would like to be supported and cared for.

We encourage all young people to tell us what they think and how we can support you to reach your full potential.

We want to make sure you are happy and safe; we will ask you to help fill out a questionnaire, so Foxgloves knows if you feel safe.

If you don't feel safe Foxgloves can help you understand who you can tell.

There are lots of people you can talk to if you are not happy.

Remember it is good to talk if you feel sad.



## Religious beliefs

At Foxgloves we will ensure that you are able to practice your religion, we will accommodate this by providing the right foods, and supporting you with your beliefs.

We will help you to observe religious days and festivals and where possible aim to support your family with requests to attend your place of worship.

There are lots of books about religion that you can read or look at.



## Language and communication



Some young people who come to stay at Foxgloves do not talk and may have some difficulty in understanding what is being said to them.

Staff at Foxgloves have different ways of communicating. Some children use a Picture Exchange Communication System (PECs). This is when children use pictures and symbols to communicate. Staff also support children with schedules. You may have seen these at school.

You can talk to staff at any time about anything you want. We are here to help and listen to you.

We provide communications aids to your individual ability so your wishes are heard. Around Foxgloves we have materials easy for you to access so you can come to staff to say that you want to talk now or later. If you don't want to talk to staff you can call home, your Social worker, Barnardo's or ChildLine. Foxgloves will always help to access these.

We have Happy and Sad boxes where you can tell us how you feel. You can use these if you want to tell us something but don't want to talk to us directly.

We also have a wish book so you can write in this if you would like something for your next stay.



## Children's Meetings

All children are encouraged to join in on the children's meetings. The meetings are for you so you can tell us about things you like or don't like or about changes you would like to see happen at Foxgloves. Staff will support you to organise a meeting and record if you would like help you to record the minutes.

If you don't know what to talk about staff can give you a topic, such as food menu choices, or activities you would like to do in the future.

If you don't want to join in that's ok as there are other ways of telling us how you feel.

These are your meeting you can discuss anything that you want to.

## Leisure Activities

You are encouraged to take part in the in-house activities here at Foxgloves; we can provide you with games, toys, puzzles, DVD's, a computer and a Nintendo Wii. Staff can support you with anything you would like to play. If we do not have the things you would like to play with then just tell staff or tell Foxgloves in a children's meeting, we will aim to provide this where possible.

Foxgloves plan outings into the community such as cinema trips, bowling, shopping, and even swimming. In the summer we like to go to the park or for a picnic and we will plan days out to the sea side. If there is somewhere you would like to go then tell us.



## Celebrations

At Foxgloves we like to celebrate festivals, birthdays and religion. We will hold Theme Nights. This may include nights where we celebrate different things such as other cultures, music or dress of other countries. We will try different foods that people eat in different countries. We will have a birthday party if it is your birthday while you are at Foxgloves.



## Meals

At Foxgloves we will provide all your meals. We will encourage you through the children's meeting and key work sessions to find out what you like to eat or you can tell the cook. If you have special dietary needs because of your health or religious beliefs will provide these foods.

We have a questionnaire available so we can see what you like to eat, we hold tasting sessions so you have the chance to try a variety of different food, it's OK if you don't like it, it's fun to try new foods.

## Bullying

Foxgloves aim to provide a safe and caring place for you to stay. Everyone should be treated the same regardless of your gender, race, religion, or disability. If any one is making you feel sad you must tell someone. We will help you and make sure it doesn't happen again. You can talk about bullying to any staff, your key worker, social worker or your family / carer.





## Complaints

If you are unhappy about anything at Foxgloves and you want to complain you can do this in different ways; You can talk to your Key worker who will help you fill in a form about what is making you unhappy or you can use the 'sad' box to tell us how you feel. Your parent or carer can also make a complaint on your behalf, there are forms kept in the entrance of Foxgloves that they can fill in. You may wish to see a manager who will also support you to sort out what you are happy or unhappy about.

## Information About You

All young people have a file with information about how to help and support you. This information is gathered by the Key worker who will meet you and ask you questions, your family / carers and school teacher. Once this information is gathered the Key worker will put this into your Support plan. In the Support plan it will tell Foxgloves staff how or if you need support in any areas of your care or independence skills. You can read this plan and help to write it. You can tell your key worker the things you would like to have written in your care plan. You have your own care plan to fill in too, your Keyworker will help you with this.

Sometimes Inspectors visit Foxgloves, they come to check that we are supporting you to reach your full potential, and are being cared for the way you want to be. Foxgloves need your permission and your parents / carers so the Inspectors can look at your files.

## Health and Safety

At Foxgloves we have weekly fire tests and sometimes you will be involved in a practice fire drill. This is where we practice what will happen if there is a real fire. Staff will always help you.

The doors at Foxgloves are locked to keep you safe and prevent people we don't know coming into the house.

Each child has Risk Assessments written about them. These tell us what may hurt or scare you and how we can keep you safe.

At Foxgloves we check the building to make sure its safe.

Sometimes you can help with this.

We also help you to store your medication safely. We will help you to take your medication at the right times.

All staff have safe handling of medication and first aid trained.



## Positive Rewards

In order to keep you safe, from time to time staff may have to make decisions to keep you safe.





Foxgloves Is Fun!!



- Be kind to ALL children and staff
- No hitting or name calling
- No swearing
- Tell staff if you want to communicate your feelings
- Be polite to everyone
- Share games, toys and activities with others
- Do not break things
- Help to tidy up and keep the building clean
- Do not take things that belong to Foxgloves or another young person
- Respect others privacy
- Knock on the door before entering a room

## If you need to talk

There are lots of people you can talk to Mum / Dad / carer.

Foxgloves your Social worker, Barnardos. Foxgloves can assist you if you need support in communicating to others. We have symbols on the walls around Foxgloves that can assist you to communicate that you need to talk to someone.

Foxgloves have inspections to check you are happy and safe, these are called Regulation 44 Inspections.

Shaun Caplis is Foxgloves Regulations 44 Inspector. Shaun may want to talk to you or your family / carers to ensure Foxgloves is helping you reach your full potential. Shaun will ask you and your family / carers if he can look at your Support plan.

Shaun's reports will be sent to Ofsted.



Staff at Foxgloves will help you communicate with Shaun if you want to talk, by providing individual materials and PECS.

It is good to talk to Shaun, you can tell him about what you like and don't like.



## Ofsted

Ofsted inspects Foxgloves. This is to ensure that Foxgloves meets the Quality Standards and the needs of the young people who use the service.

To access the latest Ofsted report please either contact:

Ofsted

Piccadilly Gate

Store Street

Manchester

M1 2WD

Tel: 0300 123 1231

Our Reference number is: SC409506

Website: [Ofsted.gov.uk](http://Ofsted.gov.uk)



## Child Line

You can also contact Child Line if you wish to speak with someone away from Foxgloves; it's a free phone number

# Bedford Advocacy Service



**Bedford Advocacy Service is run by Barnardo's. It is a free service for children and young people who are receiving help from Bedford Borough Council Social Care Service and meet one of the additional requirements:**

- Aged up to 19 (or 25 if you have a disability)
- Living in Care
- A Care Leaver

## What is advocacy?

- Helps you to get your views across.
- Allows you to have your say when decisions are being made about you.
- A service independent of Children's Social Care and the Council.
- An advocate works for you, and only you.

## What can an advocate do for me?

- Give you information about your rights.
- Help you to have your say in meetings like your Review, Child Protection Conference, Family Group Conference or the Children in Care Council.
- Speak on your behalf when decisions are being made.
- Help you to make a complaint if you are not happy with the service you receive.

## Is it confidential?

- What you tell us is private.
- We only share information with your agreement.

However, if we feel that you or someone else may be harmed we may have to share the information.



## Contact Details:

FREEPHONE: 08009177947  
(Calls from Mobiles will be charged)

TEXT: 07584 206572  
EMAIL: [Barnardosyoungpeople@barnardos.org.uk](mailto:Barnardosyoungpeople@barnardos.org.uk)

## Children's Commissioner

In England we have a children's Commissioner, her name is Anne Longfield.

Her job is to make sure adults who make decisions about you, have asked what you want.

She takes your views to Parliament so your voice is heard.

If you have short breaks away from your home and want to talk about your rights and how you are looked after you can call or write to Anne Longfield.

The Office of the Commissioner  
Sanctuary Buildings  
20 Great Smith Street London SW1P 3BT  
Call: 020 7783 8330

