



**Apple Orchard**  
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# A YOUNG PERSONS GUIDE TO OAKDENE



*"I feel that I have greatly improved my  
Independence Skills since I have been at Oakdene,  
as well as having progressed towards moving on".*

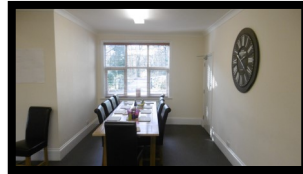
*CC 2013-2016*

**2017**

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## The Children's Commissioner

The Children's Commissioner for England is Anne Longfield OBE.

She has a statutory duty to promote and protect the rights of all children in England in accordance with the United Nations Convention on the Rights of the Child.

The Children and Families Act 2014 gives her special responsibility for the rights of children who are in or leaving care, living away from home or receiving social care services.

She speaks for wider groups of children on non-devolved issues including immigration (for the whole of the UK) and youth justice (for England and Wales).

It is her job to make life better for all children and young people by making sure their rights are respected and realised and that their views are taken seriously.

The Commissioner is supported in her work by a team of staff. Together, they are responsible for the rights of all children and young people until they are 18 years old, or 25 years if they have been in care, are care leavers or have a disability.



020 7783 8330



## Welcome To Oakdene

We all hope you will enjoy living here. This guide is to help you settle in and to maybe answer a few of the questions you might have. Having come through Bramley or Orchard House you already know the staff and young people.

The problem with this is that you hear a lot of nonsense! About what you can and can't do. The Oakdene young people like to exaggerate about what they are allowed to do. We hope that during your visits, you will probably have got the hang of some of the house rules and routines.

Oakdene focusses on preparing you for Semi-Independent or Independent living. This means that the staff are there to support and teach you the skills you will need to live independently.

We understand that you may be feeling anxious about coming to Oakdene. It is sometimes quite difficult being in a new environment and we will try our best to help you settle in as quickly as possible. Let us know about night lights or things you need for your room.





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### Your Home

Oakdene is a new home to Apple Orchard. There is a maximum of six boys living here at any one time, aged between 15 and 21 years old.

You will have your own bedroom and it's strictly private, no other boys may enter your room and staff can only enter with permission or in the case of an emergency. As with the other House's you will have a key to your bedroom and this remains your responsibility.

There are two bathrooms one with a bath and shower and one with a wet room/ shower, which are shared with other housemate. So respect this and keep it clean and tidy.

The kitchen and dining room is for everyone to use, as is the utility room where the washing machine and tumble dryer are housed. You are free to make snacks and drinks and fresh fruit is always available.

We have two lounges one is for meetings and watching TV and DVD's. The other lounge is for computers consoles.

### The Grounds

The house has an extensive garden and flower beds surrounding the property. There is a basketball court and a Chalet which has a pool table and table football in it. The school also has a work shop at Oakdene. There are lakes at the end of the garden which are fenced off and out of bounds.



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Your Social Worker Number: -

Your IRO Number: -

Your Advocate Number: -

If you don't have an advocate and want one speak to your key-worker.

An advocate aims to empower a child or young person, and support them to have their say. An advocate is someone who offers one-to-one support for a young person. They may give advice, raise the child's awareness about their rights, or speak up for the child and represent their views, wishes and feelings. They may simply provide a listening ear.



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## Complaints - What to Do

If the complaint is about life at Apple Orchard you can discuss it in;

In House meetings

In key working

By speaking to the senior on shift

By Speaking to the Home Manager

By Speaking to Barbara (the Principal Manager)

By Speaking to John and Steve (the Owners)

You can phone your Social Worker at any time

You can call your IRO.

You can call your Social services and ask to speak to an advocate

You can call ChildLine who can give advice.

If your complaint is about anything outside of Apple Orchard we will support you to speak to the appropriate person.

If you feel that this hasn't helped then your Social Worker will be contacted and a visit from them will be arranged.

Finally if you are still not happy you can write a letter of complaint to:  
Ofsted, Piccadilly Gate, Store Street, Manchester M1 2WD.

There are addressed envelopes on your notice board in the hallway. You may also phone Ofsted at any time on 0300 123 1231 or The Children's Rights Director on 0800 528 0731. You may also contact your IRO - ask your keyworker for the details.



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## Your new routine

It is your responsibility:-

- To be up and showered in the morning by 08.00 and make sure you have clean ironed clothes for School or College.
- To keep you room tidy, open your curtains in the mornings and to make your bed.
- To cook for the group on your cooking day.
- To check the jobs list and do your daily job
- To do your weekend job by Sunday Evening
- To do your own laundry and ironing
- To take an active role in house meeting

**NOTE** we would like you to do all your jobs to a reasonable standard without complaining

*"You help to make the mess,*

*You help to clean it up too".*

Jobs are done differently at Oakdene, everyone takes a more shared responsibility for preparing evening meals and tidying up afterwards. This also goes for the chores around the house. You will learn more about this during your visits.

## General House Rules

**Respect others** at all times, including staff and the other boys also no swearing.

**No touching**; we continue the 'no touching' policy that you already understand from the other houses.

**Bedrooms** - Your bedroom is your own private space. No other boys should enter. Staff may enter with your permission or when accompanied by you, except in the case of any emergency.

**Where are you?** You may not leave the grounds of Oakdene without permission. When leaving a supervised area just say where you are going. Staff need to know at all times the whereabouts of all the boys to enable them to keep you and others safe.

**Clothing** - Appropriate clothing must be worn at all times, you should have a good understanding of what this means by now and if not this will be discussed in a house meeting.

## Independent skills sessions

The Independent programme at Apple Orchard starts in the Bramley and Orchard House homes which is over seen by Fastbridge staff. The young people bring along their folder which they have started when moving into Oakdene. We complete the work on them and then continue with the more advanced sessions.

Independent group sessions are run fortnightly and you are expected to attend

Oakdene offers additional life skills for the young people in fortnightly independent skills sessions. The independent session include all aspects for their future life. The skills which the young people learn will not just help them when they first leave Apple Orchard but for later life too.

Session topics:-

- Housing
- Health, Hygiene and sex education
- Home economics
- Cooking
- Social skills and integrating back into the community
- Leisure and independent travel
- Budgeting, finance and banking
- Advice and resources
- Employment
- Health and safety
- Writing skills / forms
- Free time programme
- E-safety

## Therapy

**Individual Therapy** You will have a therapy session each week which lasts for 1 hour with your Therapist who will help you to understand your problems and help you to make changes, so that you can build a positive future. This might mean that there are times when you may feel upset. Staff will always be there to support you.

**Group Therapy** Every young person has group therapy for an hour and a quarter each week. There are three groups, Elementary Group, Intermediate Group and Seniors Group. You will be placed into the group which best suits your needs. Group includes discussions, role play and other activities which can be fun and help you to gain support from others in the group.

## Times

You have to be up by- Week days 8am- Weekend 11am

Bed Times- Week days 10:30- Weekend 11.00

Computers to be turned off half at 9pm weekdays and 9.30 at weekends.

## Mobile phones

Mobile phones are allowed at Oakdene. This will start as a basic phone and within time you can work towards a Smart Phone. Phones are to be worked towards being allowed at college and free-time.

## Smoking

We would rather that you do not smoke but if you make the decision to smoke you are allowed to smoke when at college or on free time. Oakdene remains a no smoking house. No smoking materials are allowed in the house and need to be handed in to staff at the end of college and Free-time.

## Computers

Console sessions remain as you are used to in the other houses. TV's can be earned to keep in your room all the time and this will allow you to play console in your room.



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## Young Peoples comments

**I really like living here, the staff and boys are nice and really supportive—DN 2016-2017**

**Oakdene is a great chance to experience a more Independent lifestyle and obtain skills that will be useful throughout my life. - LI 2017**

I enjoy living at Oakdene, the staff have supported me through my issues and supported me at College—SB 2016-2017

**Oakdene has helped me manage my behaviors, the staff e really supportive and have helped me, I enjoy living here—AG 2016-2017**



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## **Healthcare.**

You will be encouraged to make all your own appointments for the regular check-ups at the doctors, dentists and opticians. Don't worry, you will get help at first!!

At this point in your life you are going through a lot changes. Staff will offer advice on personal grooming and men's health. This will also be picked up in the independents skills section.

Minor bumps, bruises and scrapes are attended to by our trained First Aiders anything more serious and Guildford Hospital is only a short distance away.

Issues of Sexual Health are discussed on a formal basis and are more informally discussed in group meetings with staff in attendance. A member of the staff team will always help with any questions or worries about healthcare issues no matter how big or small they may seem.

All young people when moving into Oakdene will do COSHH and will lean how to use the fire alarm system.





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## Key Workers

Key-working is the same as the other houses so you know that you will be allocated a key-worker.

At Oakdene Your Key-worker will support you in budgeting clothes and toiletries. Key worker sessions can be invaluable for getting things off your chest and can be asked for at any time. They will also write your monthly reports and review reports.

Your key-worker will also buy your Christmas Presents, birthday cards and cake and will help you do your life book etc.



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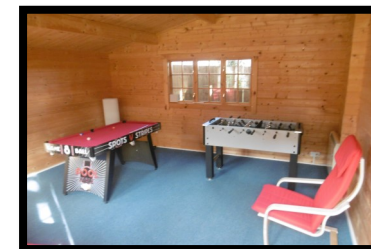
**I like all the activities at Oakdene, like going to Zoo's, go karting, to watch movies and football clubs.**

**Since I have been at Oakdene I have achieved a mobile phone and more free-time every week. I like my room. The environment is good and it's big.**

**There is good food at Oakdene and good portion sizes.**

**I have been supported by boys and staff when feeling sad or upset or if I have any problems. Staff and Boys will always be there for you when needed.— JP 2015-2016**

**I have been at Oakdene for about one year. Oakdene has helped me achieve a lot of things like owning a phone and more free-time. When I moved to Oakdene it was agreed for me to go to college and I am doing well at College.—AB 2015-2016**



## Education at Oakdene

When you live at Oakdene you are expected to attend education, this is a **MUST**, school, College or Work, our aim is for you to have 100% attendance record. All young people are encouraged to attempt some National Certificates in education. These can include Entry Level exams, Adult Numeracy and Literacy, Functional Skills, GCSEs and occasionally AS Level studies. The school can offer English, Maths, Science, ICT, History, Art, PE and Design Technology up to GCSE levels with the possibility of Electronics being added in the near future. There are also enrichment courses for PHSE, Music, Drama and Spanish on the timetable. Specialist tutors attend for German, Violin, Guitar and Drumming lessons. This will give you a great stepping stone to college, work or university courses.

**College**—Higher education courses at college are regularly aimed for with pupils studying subjects such as Business Studies, Engineering, Catering and Hospitality, Music, Agriculture, Animal Care and Landscape Gardening at Brinsbury College, Guildford College and the prestigious Guildford School of Music

Your progress will be discussed every 3 months in your reviews. Your aims are incorporated into your I.C.O.N scheme and a comprehensive education report and Personal Education Plan Which is produced every 6 months with your input.

**Work experience**—Placements are hard to find but we will do their best and try to find you a placement within your chosen profession. Work experience programme is a way of collecting valuable insight to working life and gaining good references. This will be invaluable when writing your CV.

**Vocational Studies Programme** -Some boys are not able to access college courses or work experience placements due to their continuing high risk. These pupils have the opportunity to link into a Vocational Studies Programme, run through the school at Oakdene purpose built workshop has been designed to allow boys to learn skills in painting and decorating, car mechanics, electronics, gardening, landscape gardening and computer programming.

## House Meeting

Once a week we all get together for house a meeting. This is your chance to air your views, complain, grumble or rave about all the good things. You will take part in decision making, gain support from others. We use this time to plan activities, trips, visits, and the menus. This is where you can discuss the jobs around the house the things you think work or need changing. This is your home and you need to take an active role in running it.

You can also call a meeting at any time if you have an issue that needs sorting out immediately. This could be to challenge a young person or staff member. To ask for extra support from the group, we understand that all young people deal with very difficult issues on a daily basis. Meetings can also be good if you are trying to arrange a trip and you feel the young people are not listening. Think of this as an open forum for discussion in a respectful way.

## Sanctions

A sanction will be put in place only after losing your incentive the type of behaviors that a sanction would be put in place for are:-

- Sexually inappropriate behavior.
- For bullying.
- For racist, sexist and discriminative behavior.
- For disregarding house rules.
- For rude or unacceptable behaviors likely to cause offence to anyone.
- For purposely damaging objects around the house

## Money

You will have between £6 and £11 pocket money per week depending on your age, the opportunity to earn up to £5 incentive each week, and allowances of £65 clothing and £12 toiletries every month so you will be able to look and smell nice!

We encourage you to save where possible and will cover it further in the Incentive Programme.

## Birthdays

On your birthday you will receive cards and money from the house, you will have a birthday cake and you get to choose what take-away you would like.

If you have family who can visit you then they will be more than welcome to come and help you celebrate your birthday.

If it is your 18<sup>th</sup> birthday you will get a choice of what you would like to do, whether that be go out for a meal with the house or choose a special activity.

## Celebrations

**New Year's Eve** we celebrate with midnight cheers and a meal out.

**Easter** is a time for Hot Cross buns and Easter Eggs.

**Bonfire Night** is celebrated by going to our local town to the bonfire and fireworks show.

We don't need much of an excuse so pass your driving test, do well at your GCSE or college exams and we will go out for a meal or get a take away.

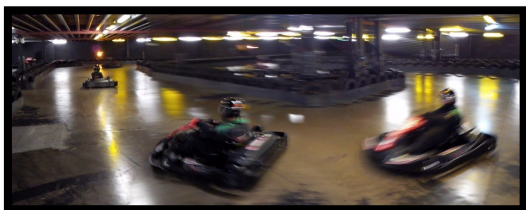


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## Activities

You can take part in any activities which are safe for you and the public. Activities are lead by you, if you have any ideas for something new, bring it up in a boys meeting and we can see what we can do. We want you to do things that you are interested in. For example - playing Pool, Air hop, Basketball, Football, Ice skating and Cinema just to name a few.



## Summer Holidays

You will be part of the planning for the summer you will be given the opportunity of choosing which activities you would like to do and support in booking and budgeting for trips.



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## Contact with Family & Friends

Contact will continue as previously arranged when you were living at Bramley or Orchard House. It will be reviewed in 3-monthly and Statutory reviews. You will work towards free time and college to widen your contact with the outside community.

## Free Time / Work Experience

You may have already been taking periods of free time at Bramley or Orchard House. A structured plan will be put in place for you to move forward in a safe and independent way.

Once you have achieved a suitable level of free time, you may be given the opportunity to find some part-time work experience locally.

## Culture, Race & Religion

We will encourage, support and assist you to maintain any beliefs that you may have. Any dietary needs or specific dress codes will be recognized and accepted.



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## Christmas

Everyone loves to celebrate and have fun at special times of the year, and here at Oakdene we are no exception. We understand that times like birthdays and Christmas can be especially difficult for young people like you living away from home and families, and we will try to make these occasions as much fun and as easy for you as possible. We really want you to have a good time and enjoy yourself.

At Christmas everyone gets involved in the preparations. We have a big tree and lots of decorations that you can help to put up.

You will be asked to make a list of presents you would like and your key worker will buy and wrap them ready for Christmas morning, don't worry we will have hidden them out of the way so there will be no peeking!! We really do understand that at these times your feelings may be mixed but we will do our best to try and make these occasions memorable.



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## Local Area

The house is approximately 8 miles from Horsham town centre. There you will find a shopping centre that we visit regularly to buy clothes and toiletries and also spend pocket money. We regularly go to Cineworld in Crawley to watch the latest films at the cinema. There is also a golf course very near, where the boys like to go to the driving range and also a pool hall. At Oakdene we often use the local gym. In the summer the beach is a short drive away and we often go to have fish and chips or a BBQ on the beach. There is also a local college in Pulborough where some boys take the opportunity to follow Further Education.

