

SEFTON PARK CLIENT CONTRACT

During your stay at Sefton Park the following House Rules and conditions will apply:

- No alcohol or mood altering substances is to be taken either on or off the premises.
- Only prescribed drugs are to be taken either on or off the premises and then only under supervision.
- Group sessions are held each morning and afternoon on each day Monday to Friday.
 - Attendance at Group sessions is compulsory and interruptions are to be kept to a minimum.
 - Full participation in the Group sessions is required from you.
 - Full details of Group times and content can be found in the timetable.
- A house meeting is held on each Sunday evening at 7 .00 which is attended by clients only and facilitated by the Group Leader. Your attendance at this meeting is compulsory.
- During your stay here you will be required to complete a daily diary this should reflect your own feelings on how you see yourself and any comments you wish to make (observations, etc.) about the behaviour and attitudes of other Group members
 - Once a week you will read your diary to members of the group and offer feedback to others.
 - An individual 'Programme Folder' will be given to you on arrival.
 - Please bring this to all Group meetings.
- A review of your Care Plan will take place on a monthly basis: any revision to your Care Plan will be agreed between you and your Counsellor. You will be given a copy of this to be used as a working tool.
- To protect the anonymity of everyone in the house we ask that you respect the confidentiality ground rules. These can be found in the signing in book in the lobby. We also ask that you continue to respect this confidentiality when you end your time with us.
- As part of our Therapeutic programme we encourage the residents to take an active role in running the house. This means that you will be expected to take part in housekeeping duties as directed by the group leader.
- Relationships you may form within the 'House' should not be exclusive. Any sexual relationship will result in instant discharge. It is expected that you mix widely within the community.
- During your stay here you may wish to make a visit home.
 - Home leave can take place after a client has been at Sefton Park for three months. One home leave is permitted unless there are circumstances, which suggest that additional home leaves are required.
 - Home leave requests should be discussed with your nominated counsellor.
 - An itinerary of your home leave will be requested and will need to be agreed before the

home visit is authorised. Permission may also need to be obtained from your funding body.

- Visiting times are: 11.00 to 5.00 on Saturday and Sunday.
 - Visits by friends, relatives and known associates are allowed every second week but we ask that they be kept to the visiting times. Clients are required to stay in the Weston area unless specific permission has been given for clients to leave the area.
 - Please discuss with a member of staff if you have any queries regarding this.
- Attendance at AA meetings at least twice a week is compulsory.
- We supply four meals daily (breakfast, lunch, evening meal, and supper).
- You are responsible for keeping your room neat and tidy. The Group Leader and staff members will carry out regular inspections.
- We ask that all clients refrain from drinking directly from bottles and cans throughout their duration at Sefton Park.
- The front door is locked at 11:15 pm Sunday-Thursday and 12:30 am Friday-Saturday.
- Bed time is 11:30 pm Sunday to Thursday and 12:30 am on Friday and Saturday.
- Smoking is only permitted in the designated smoking area.
- The current weekly fees applicable are £.....
- Discharge can either be on a voluntary basis (2 weeks notice is required) or, due to non-compliance with 'House Rules', on the basis of a Therapeutic Discharge.,
 - You will be required to pay all monies due to Sefton Park on discharge.
 - On your discharge we are required to notify all interested parties of your forwarding address.
 - Interested parties could include, Referring Bodies, your own Doctor, next of kin, etc. we will also notify your Social Services and the Commission for Social Care Inspection.
 - In the case of a Therapeutic Discharge the ticket for travel home would be purchased and £5.00 given for expenses.
 - Cases involving the use of drugs or drink, violence or inappropriate relationships will result in a Therapeutic Discharge. In other instances such as clients unwillingness to engage or attempt to obstruct the therapeutic process may lead to interventions in the form of verbal warnings possibly leading to a written warning, which could lead to discharge.
- Personal Possessions:
 - All possessions will remain the property of the client. However, items of significant value should not be brought into the Home, unless they are handed to the Manager for safekeeping.
 - The Manager cannot accept responsibility for loss or damage to any personal items should this advice be disregarded.
 - The home is properly insured by: NFU Mutual.
 - Each resident's personal property is insured up to the value of £100.00.
- On your arrival, you will be registered with the NHS and allocated to a local GP surgery. And Dental Surgery. It is important that staff should be kept informed of any correspondence to or

from your doctor, as referral may have to be made to other agencies.

- Residents and visitors should familiarise themselves with fire exits and drills.
 - Lifts should never be used in the event of a fire or emergency.
 - Fire drills are held on a regular and random basis.

These ‘House Rules’ and conditions have been compiled for your benefit and the benefit of other members of the Group.

Should you not understand any of them or have any questions please discuss these with a member of staff

It is important that you are fully aware of the obligations you are undertaking by signing this contract.

I confirm that I have read and fully understand this contract and agree to abide by all its contents.

Client Name **(Block Capitals)**

Client Signature

Date

Witnessed by

Witness Name

Date.....

A copy to be retained within the Client file.

A copy to be held by Client.