

Guide for New Staff

Hello and welcome!

My name is John and welcome to my home.

I am a 16-year-old young man and I live at 44 Middleton Road, Uphall, EH52 5DF

I enjoy many activities, but especially anything linked to technology.

I am cared for 24 hours a day by my team of Autism Practitioners and I am supported 2:1 at all times. I refer to my carers by their first names.

The manager for my service is Stevie.

I have daily contact with my mum Louise by my personal phone. I can plan with my mum and staff when I go for a visit. My brothers Andrew and Mathew live at home with my mum. I don't have regular contact with my dad and half brother Jordan.

I use a weekly activity board, that I plan with staff each week. I have good reading and writing skills and changes to routines so be communicated to me verbally and in a written format to back up the processing of this information.

I need help with some of my personal care, in terms of prompts especially with things like brushing my teeth, washing my hands and cutting my nails. I enjoy styling my hair with products.

When my carers and I go out, we can walk to all the nearby places, including Lidl, and the high street. I really enjoy long walks and enjoy being in the fresh air, please remind me to dress appropriately for the weather. When we go to places further away, we take a bus (see risk assessment for this).

I am awaiting an education programme to be set up by school so I can undertake by Nat 4s. The educational programme will be delivered online. Staff aren't teachers but they can encourage me to undertake work set by the school and offer support if appropriate.

Throughout the day I take medications prescribed by my doctors, please check my MAR chart for current medications. These medications keep me happy, safe and healthy. My carers will help you understand my

medicines and why I take them every day, medication sheets are also in my medication folder please read them.

My carers are well trained in giving me my tablets, I always take my tablets with juice or water.

When you give me my tablets, to keep us both safe, there are guidelines, policies and procedures. There are also charts (including a MAR chart) where you write down that my medication has been given correctly and that I have taken my medication. In the beginning it is best you shadow and observe one of my carers so you can carry this task out yourself in the future. (see my yellow medication folder).

As I am being cared for by my team, in my house or in the community, when I leave my flat, I have to be kept very safe from harm and dangers. I am aware of traffic, but I might need prompting to wait and to look left and right when crossing the road if I am distracted or anxious. My carers have compiled documents called Risk Assessments, which will help you understand some of the dangers and risks to me. Please read these carefully and sign them as you will need to keep me safe in my house and while we are out and about. (see support plan)

I have a document called Personalised Support Plan, which is all about my behaviours from when I feel happy, sad, anxious, angry, where I may lash out and when I need to be calm and recover. (see support plan). If you read this, you will understand some of my behaviours, how to support me and how to communicate. Please read my support plan and risk assessments to understand how to deal with these situations.

Within my home, it is important to keep me very safe and supported. I have a folder called Health and Safety and by law it contains important information on:

- Fire Drills/Evacuations,
- Temperatures of my water and boiler,
- Smoke detector tests,
- Safety throughout my home, such as, electric cables, hot drinks, behaviour charts and incident forms, maintaining clear exits.
- Food Safety, as in my fridge is to be kept clean and at the correct temperature, my carers also use a cleaning rota to help with this and they all carry this out, (see notice board).

When you come into the staff room, you will notice a daily log. Here, my carers write down important information all about me, my adventures, my feelings, interests and how our day has gone.

There is also a Communication Book, please read this over. This is where my carers write down important messages for each other. It also helps them remember tasks to carry out, such as my shopping, which I help with, or to collect my prescription. The team members use this book positively and sign information once read. Please look over examples or just ask!

When you are with me in my house or out and about please keep my information confidential. It is my information and is personal to me, therefore, please respect this and me. Telling others and gossiping about me should never happen. Thank you for respecting this.

There will also be a chance for you to walk around my home and know where the rooms are. One of the rooms in my house has a lock on them, this is the spare bedroom. These locks are there to keep me and my carers safe if I am feeling anxious or angry and may need to be closed to ensure our safety. The knives, razors and scissors are also kept in my locked away to ensure our safety, please remember to put them back there after use.

At mealtimes, I follow my weekly meal planner – twice a week I will help staff to cook my dinner (this will be marked down which days I have chosen to help) then rest of the week my carers make my meals for me. I really enjoy trying new things and I am not a fussy eater. I also love to drink juice and will help myself throughout the day to sugar free juice.

The rooms in my home are kitchen, living-room, hall, bathroom, spare bedroom, multi-purpose room and my bedroom. You are welcome to come in and have a look, expect when I am in my bedroom with the door closed – please respect my privacy.

When you arrive at my house please knock on the door and wait and I will let you in.

I hope you find all this information helpful and easy to follow, please ask my carers if you are unsure of anything and they will be happy to help.

To learn more about me, please read my Personal Support Plan, it is in the large ring binder and contains a great amount of important information all about me. I need you to read this as it will help you get to

know me much better and how best to support me throughout our time together. Please take time to read this over. You can also ask my carers and they will be happy to answer your questions.

I hope you enjoy coming to visit me in my house and going on our adventures. I look forward to getting to know you!

All the best

John Clark