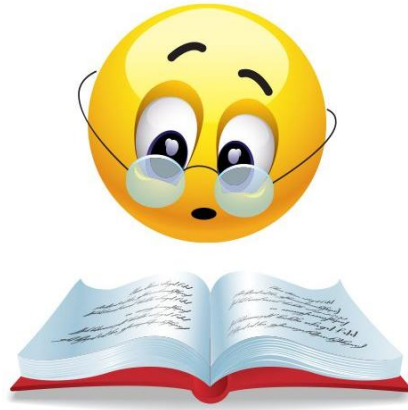


# Pupil's Guide to...

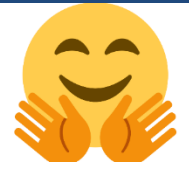
## Cedar House's Residential Homes





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# Welcome!

**This booklet gives you information about Cedar House's Residential Home.**

At Cedar House we work to protect children. Our aim is to help them with their social skills, independence and support their education.

We believe that all children can achieve and become confident adults. Cedar House aims to achieve this by being clear, fair and understanding.

It gives you information about Cedar House and the standards you can expect during your time here, this is in line with the "national minimum standards for residential special schools" 2022.

All pupils have a right to quality of care and education.

If you have any questions speak to your Key Worker or any member of the care staff team.

We'll try to answer them!

All children at Cedar House have different needs. The staff will work with all the children's individual needs.

Cedar House is a 38 week residential setting for children from the age of 7yrs up to the age of 16yrs.



# Location



The children that stay at Cedar House attend the school which is on the same site as the residential houses.

The staff at Cedar House will work with the all pupils to support their needs.

The address is:  
Cedar House School  
Low Bentham Rd  
Low Bentham  
Lower Bentham  
Lancaster  
LA2 7DD

Tel: 015242 61149

Lancaster is a City which is less than 11 miles away. Also we are very close to some lovely villages called Bentham and Kirkby Lonsdale.

There are 3 different houses in our residential setting, which are Bowland, Lowgate and Westmorland house. They are all situated within the main grounds of Cedar House School

Cedar House is located within the North Yorkshire, Lancashire and Cumbria boarder's. The closest city is Lancaster and has lots of shops, restaurants, supermarkets, parks and a cinema. Morecambe which is a seaside town has a beach, lots of arcades, bowling and a trampoline park.

# Contacting Family and Friends



Keeping in contact with people is really important, this maybe through letters, phone calls, email or visits.

If you want to make contact with family or friends there is a phone available to all children in the home.

Some children may have restrictions as to who they can contact so please let a member of staff know if you wish to use the phone.

Your Key Worker will make arrangements for your visits and these visits will be discussed at your reviews.

Don't worry if you are busy and out on an activity, someone will take a message for you. Each house has its own phone and separate number which can be shared with your family so they can contact you.

# Holidays

You will spend the school holidays at home with your family / carers.



We feel it is important that you have the opportunity to go on a holiday with us, so every year we will plan a holiday that you can join.

# Reviews



If you have a children's social worker, you will have two Social Care reviews each year. These are usually every 6 months and these are called CLA (Child Looked After) reviews.

All children have an education review each year which is to discuss your progress.

All children will be part of their review. They will be given a form to fill in which will give them a say about likes and dislikes and questions that they may have.

Reviews are to look at what has happened over the last 6 or 12 months, your progress and also to make plans for the future.

# Living Together

Mutual trust and respect between everybody is very important when living with other people. Some rules and are needed to help everybody know what is expected and acceptable.

Weekly meetings with all children living at Cedar House will provide the opportunity to discuss and possibly change any rules that you don't feel are working well. This will make living together a better experience for all.

**Treating people how you want them to treat you is a good start at living together.**

The following pages provide guidelines and rules to keep a safe, comfortable and consistent approach to life in Cedar House.



# Bedrooms

- Everyone needs some time on their own now and then. Maybe you would like to spend time in your own room listening to music, drawing or reading. Your bedroom is your own place. Staff will help to make your room a positive place to be
- You will be given a television for you bedroom.
- Each bedroom has their own ensuite bathroom.
- A clean and tidy room is a safe room for you, where you can keep personal things. It will be your responsibility to keep things safe
- You might want to bring posters, pictures, books to personalise your room
- Staff will discuss with you how they can check your room to ensure it is clean, tidy and healthy
- Food left in your room could attract insect and pests (mice etc.) so please return any cups or mugs you use to the kitchen.
- Having a guest in your room needs to be planned with staff to make sure everybody is safe and comfortable
- If staff or peers are in your room with you the door is to be open
- Pupils need to ask staff and peers before entering other people's rooms
- Staff and other pupils should not enter other people's rooms without knocking first. They should then wait to be asked in
- If you play your music too loudly it could disturb other people
- Rude pictures on your walls could offend people
- Please do not write or draw on the walls



# Communal Rooms

- Electrical equipment can be fragile and needs to be treated gently, please tell a member of staff anything that doesn't seem to be working properly.
- Items left on the floor can easily be broken by anybody accidentally stepping on them so please tidy them away.
- Any food left in the lounge can attract insects and pests so please clear your plates away.
- Respect others when listening to your music or watching TV, keep the volume to a reasonable level
- The lounge is a communal area, please respect the wishes of others using this area.
- When using the kitchen please clean up after yourselves as food left on work tops and floors can attract unwanted guests, also please wipe up any spills they can cause falls
- The kitchen can be a dangerous place please take note and respect the safety signs outlined for your safety and others
- If one of your peers is preparing their own meal and sharp knives are in use they will need to be allowed space to do so safely
- When preparing your food remember to check labels for dates if unsure ask a staff member
- Please wash your hands before handling food
- For safety and hygiene reasons please wear something on your feet in the kitchen
- Please remember your manners when at the dinner table, by being polite, eating respectfully and waiting for others to finish before you leave the table
- Please respect others by leaving the communal bathroom clean and tidy
- When using the communal bath room remember to lock the door as interruptions can cause extreme embarrassment!
- Don't forget to use the bath mats provided this will prevent you from slipping

# What Happens Each Day

On a school day we will wake you about 8.00am, you will need to get a wash or shower before getting dressed for school. Breakfast is usually cereal of your choice and toast (but we do like a treat every now and again). You need to remember to brush your teeth afterwards!

It would be nice if you could help by cleaning up after yourself before you go to school at 9.00am.

School finishes at 3.10pm, this is when you return to the house and you will get changed out of your school uniform and have time to relax.

After tea there is always some washing or tidying up to do, and we all "muck in" here with different responsibilities. After tea you can do an activity of your choice.

Before you go to bed you are welcome to have a shower and brush your teeth after supper.

Bedtime varies depending on age. Don't be afraid to come out of your room, and don't be afraid to get help and support if you need it through the night. There is always a member of staff that sleeps in and a Night Support Officer who stays awake throughout the night.

There are bedroom door sensors which will be turned on, on a nighttime for the first few months of you starting at Cedar House. This means that if you open your bedroom door the Night Support Officer will be alerted and will know to come and see you. Don't worry you won't be woken as there will be no alarm or sound. Door sensors will only be used if it is felt that they are needed to keep you safe.

Weekends are more relaxed, and you can have a lie in in the morning if you wish. Often there is the chance to have a cooked breakfast along with the usual options of cereal and toast. Weekends are the perfect time to do a wider range of activities as there is more time to go to different places.

# Hygiene and Cleanliness

Toiletries will be provided by Cedar House, if you have any personal preferences please let the staff know so we can buy these in for you or you can go shopping with staff to get these.

Let the staff know when you need replacement toiletries.

Please keep your own bathroom tidy and make sure your towels are put out to be washed each week.



# Activities

Each week you will have the opportunity to attend a pupil house meeting. This is a good time to put forward any ideas of activities that you would like to do. If you have any particular interests or wish to join a group such as cadets, scouts, football club's etc. please discuss this with your house staff and they will try our best to get you enrolled at a local group.

Cedar House gives you the opportunity to try various activities; if you have your own ideas please tell us.



At Cedar House we understand that you may not always want to join in group activities with your peers, but sometimes we would encourage you to give it a go.

# Pocket Money

Everyone gets pocket money; this will be given to you every Monday.

You will get at least £3.50 but you could get a lot more through achieving daily targets that have been set by house staff. Achieving your targets will increase the amount of pocket money you can receive.



If you wish to save your money talk to your house staff, they will make sure it is kept safe, or help you to open a savings account.



Accidents will always happen but deliberate damage to property; will have to be repaid through reparation activities.

# Positive Behaviour Support

Positive Behaviour Support (PBS) is a way for staff to understand behaviours that are concerning or challenging and how best to support you. All staff are trained in PBS, and by staff at Cedar House understanding the messages that a behaviour gives, they can adapt the environment, our responses and teach you new skills to give you better ways to manage and understand your emotions.

**The right conditions need to be created and maintained so you can achieve the quality of life that you want and deserve to have.**

You and the staff in Cedar House will work together to make an individual Positive Behaviour Support plan (PBS) to help you understand what makes you angry and how best to help you feel in control. But - sometimes you might lose control very quickly...you might be too angry and upset to take time out or to talk... All staff are trained in PRICE to teach them the skills to safely & effectively manage behaviours of concern. All incidents of physical management are recorded and discussed with you. When you are calm again staff can help you work through how to avoid similar situations happening in the future.



# Keeping Safe

**Everyone** at Cedar House is here to keep you safe. If you do not feel safe, please tell someone.

Staff will also help you to understand how to keep yourselves safe.

Staff will be there to talk to about any concerns that you might have and offer support where needed. The staff will pass on this information to the Designated Safeguarding Lead if they feel it is necessary and make sure your concerns are looked in to and you get the best help and support possible.

Cedar House has a Designated Safeguarding Lead who you may want to talk to, you may prefer to talk to your Key worker or another member of staff about things.

The Designated Safeguarding Lead is **Karen Batchelor**  
The Deputy Designated Safeguarding Leads are **Michael Tracey, Kerry Cheshire, John Taylor and Lauren Draper**

# Bullying

## **What is bullying?**

Bullying is the process of intimidating or mistreating somebody weaker or in a more vulnerable situation than yourself or others.

**What do I do if I am being bullied? The staff at Cedar House will not tolerate bullying and it will be dealt with as a serious matter**

## **When the bullying occurs**

- Look the bully in the eye and tell them to stop
- Get away from the bully or bullies as quick as possible. If necessary run to the nearest member of staff.
- Find a place where other people are.

## **After the bullying**

- Tell a member of the staff (if you are afraid take another young person with you)
- Tell someone you feel you can trust
- Keep on speaking until someone listens to you
- Speak to one of the anti-bullying ambassadors who are Joe Nott, Laura Holmes, there are also a peers who are anti-bullying ambassadors.
- Complete a complaints form
- **NEVER EVER** blame yourself

## **When talking about the incident**

- Be clear what has happened to you, how often it happens?
- Who was involved?
- Who saw what was happening?
- Where it happened?
- What have you done about it already?

## **REMEMBER: 'Speak out and be heard'**

- Staff cannot stamp out bullying alone if they don't know they can't help.
- Others who can help: Key Workers /Any Member of Staff /Child line 0800 800 500

# Discrimination

- It is important to understand people's differences and celebrate these things. The world would be a boring place if we were all the same!
- It is also important to recognise the ways that we are all the same.
- We are all human and everyone has the right to be treated equally but individually.
- No one likes to be treated badly, so it is important to treat others how you want to be treated.
- When we all respect each other's differences, we can all get along and be much happier.

**Discrimination** involves classifying people into different groups e.g. sex, race, sexual orientation or class etc.

**Discrimination** generally refers to treating one group of people differently - in a negative way - from another on such grounds as their race (racism), sex (sexism), religion (religious discrimination), ethnic background, disability, sexual orientation, preference, or behaviour, or political views.

It is wrong to treat anyone unfairly just because they are different or because they have a certain identity. We do not tolerate discrimination in Cedar House School. Tell a staff member if you feel you are being discriminated against.

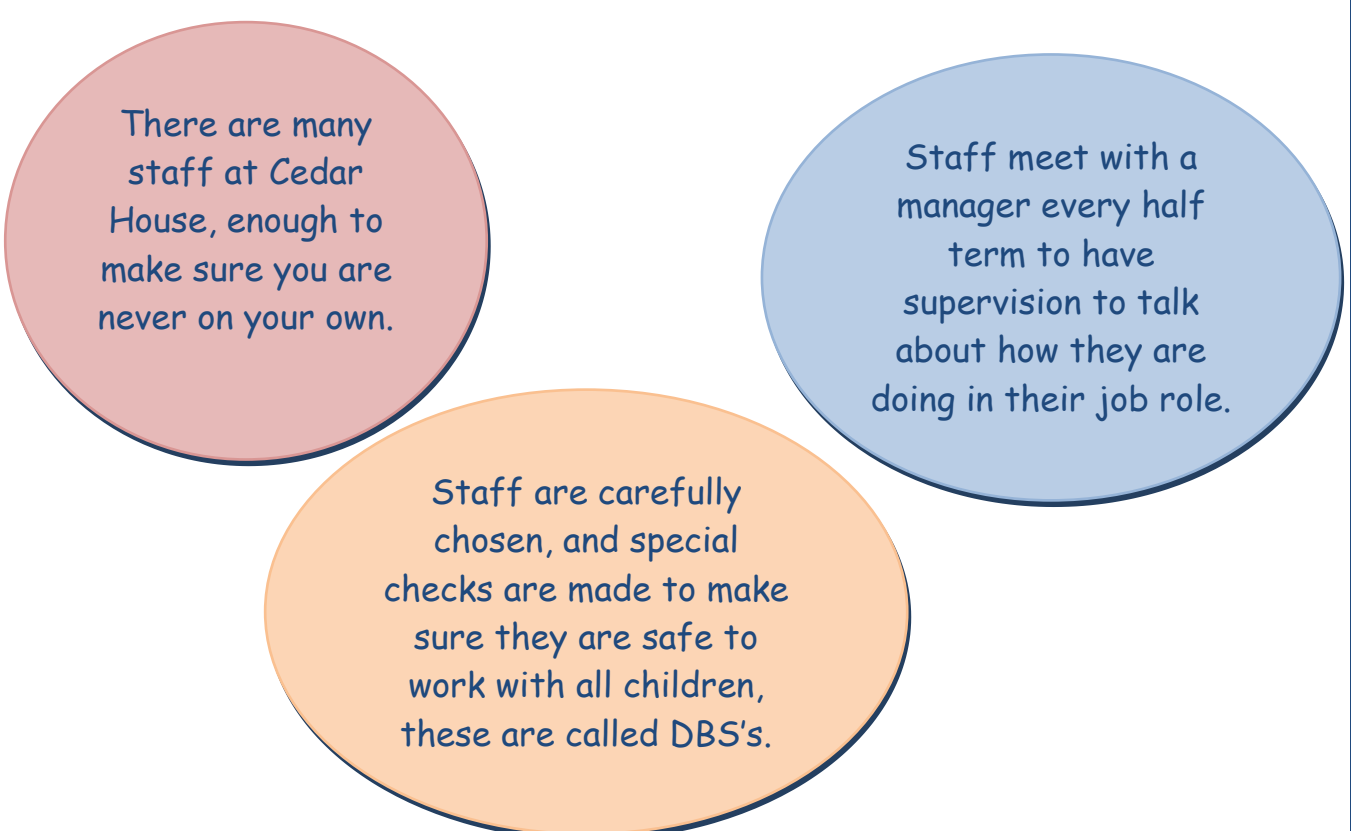
# Residential Staff

Cedar House's Residential Home has a **Head of Care**, her name is Lauren Draper. There is also a **Deputy Head of Care** whos' name is Hannah Rigby, both have overall responsibility for the residential homes, the children and the staff. It is their job to make sure that you and the staff are kept safe, and you enjoy and achieve. Lauren Draper and Hannah Rigby will support staff in making plans and listen to your views about Cedar House.

The **Head Teacher**, Mr Salt, he frequently visits the residential home.

We have **Residential Support Workers** who will work with you during the evening and morning, they make sure that evening and mornings run well for all of you. Every pupil will be allocated a Key Worker, this means:

- All children will have regular sessions to talk about feeling and concerns
- Your key worker will complete the relevant reports needed for reviews and meetings
- Your Key worker will have regular contact with your parents/ carers and your social worker (if you have one).
- All children will be able to talk to their key worker at any time.

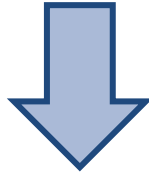


There are many staff at Cedar House, enough to make sure you are never on your own.

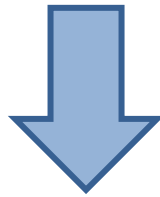
Staff meet with a manager every half term to have supervision to talk about how they are doing in their job role.

Staff are carefully chosen, and special checks are made to make sure they are safe to work with all children, these are called DBS's.

Mr Salt  
Head Teacher



Lauren Draper  
Head of Care



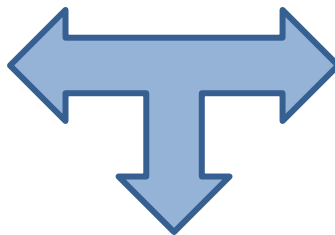
Hannah Rigby  
Deputy Head of Care



Lynette Bathgate -Team  
Leader



Damien Maher  
Team Leader



Mark McLoughlin  
Deputy Team Leader

Lee Knagg  
Deputy Team Leader

Joe Nott - Acting Deputy Team Leader

Nicola Maguire - Acting Team Leader



Residential Support Workers  
Night Support Officers

## Health & Medication

If you take any medication, staff will make sure this is locked away in a safe place and a member of staff will support you to take your medication at the correct time.

We can support you with medical appointments whilst you live at Cedar House. All our staff are first aid trained in case of an emergency and we can access walk in clinics and our local A & E department if needed.

Please do not bring any cigarettes, tobacco, lighters, matches or E Cigarettes into Cedar House as we are a non-smoking site. If you need help to quit then we will do everything we can to support you, we know lots of people that can help with stopping smoking.



**NO SMOKING**

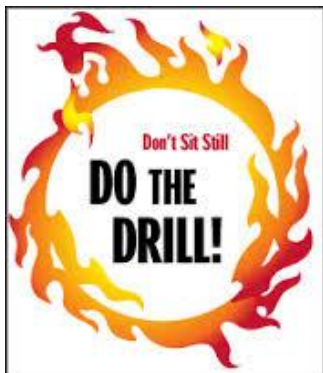
# Maintenance

The maintenance department is to make sure everything is working properly and safely.

- It is important that you help us to take care of the fire safety equipment. If you notice the pins or plastic tags are removed from the extinguishers please inform a member of staff

All your electrical equipment will be checked to make sure it is safe to use...this is called PAT testing, you will be able to find stickers with dates on, on all of our electrical equipment.

Maintenance also does the painting and decorating! They also carry out any repairs that need to be done.



Where do you have to meet if there is a fire?

On the lawn at the front of school

## Fire Drills!

The alarms are tested regularly and we have smoke detectors in all areas.

If you hear the fire alarm exit immediately, go to the fire assembly point via the nearest exit and wait for the register to be taken, do not enter again until staff tell you it's safe to do so.

# Complaints

We would hope that your time in Cedar House is a happy time but we understand that at times you may feel that you are being unfairly treated and may not feel listened to. We would like you to...



If you would like to make a complaint so we can improve things and make things better, there is a complaints book on every house with a complaints form and information sheet in that you can fill in and hand to the Head of Care or you can talk with a member of staff about your complaint and ask them to write this down and pass this information on.

We will try our very best to deal with your complaint and talk to you about this and what we have done about it.



If you are really unhappy with the outcome of your complaint or feel that you would like this to be dealt with by someone else there are a lot of contacts at the end of this booklet of people who you can get in touch with or contact OFSTED or the Children's Commissioner.

# Our Inspections



Anyone can ask to  
read the  
inspectors reports.

Cedar House is  
inspected by lots of  
people to check that it  
is ok.

The Witherslack Group  
has someone to check  
that we are looking  
after you properly;  
these are the  
Standard 3  
inspections. Our  
regular inspector is  
called David Cooper.

OFSTED inspectors check to see if you are receiving a good standard  
of care.

Remember, you can talk to them about the home or other things, if you  
want to.

People who come to inspect want to hear from you, not just the staff.  
This is how we make things better for everyone.

# Sources of Information

It is our promise to you that we will work with you to the best of our ability to aid you to fulfil your maximum potential. The staff at Cedar House all work together to achieve these aspirations. However, if you feel that you need to talk to someone else outside of Cedar House here are some other sources of support:

## Cedar House's Independent Person: Barney Proud



## NYAS Residential Visiting Advocate: Jo





0808 808 1001



0300 123 1231



0800 528 0731



Please use this page for any questions you might have: