



BEDFORD
BOROUGH COUNCIL

Foxgloves Welcome book

*Providing respite for children with
Learning Disabilities and Autism*



**91 Bromham Road
Bedford, Mk40 4BS**

☎ 01234 718108

Welcome to Foxgloves

This book should give you a understanding of what Foxgloves is, the process and what to expect. Foxgloves is a large victorian home situated in Bedford. We have 6 bedrooms, 3 with double beds and en-suits and another 3 which are on the ground floor, they are smaller and located close to the bathrooms. Some young people prefer a smaller natural environment. One of them is the Annex, it is a self contained environment, with a bedroom, lounge area, dinning area, kitchenette, bathroom and soft room.

What is short breaks?

Short breaks or respite care provides families/carers with an opportunity to spend time with family, take a holiday or simply spend some time looking after their own needs, providing peace of mind that your child will receive the very best care. Some young people come for 2 nights a month and other will come for more.

The Process

- Your CWD team worker will provide an assessment and identify any support, they will recommend outcomes to the ARP...(Access to Recourse Panel) If in agreement a recommendation will then go to Foxgloves to request overnight stays, the panel will recommend a number of nights that your child will receive.
- Relevant annual CWD paperwork will be sent to Foxgloves prior to Foxgloves assessment
- Foxgloves appoint a key worker to commence the assessment process
- If agreed by Foxgloves that they can meet the recommendation you are invited to come for a look around the home
- Key worker will set Home visit & School visit
- Key worker will then complete a care and Support Plan
- Complete risk assessments
- Positive Behaviour Plan - if required
- Personal Emergency Evacuation Procedure
- Arrange dates with parents for tea visits
- Arrange dates for day stay / 1st overnight
- Add to Allocations
- 3 month review

Please note Foxgloves do not provide transportation this is arranged via your social worker through panel and the Client transport team at BBC.

Keyworker

You will be allocated a keyworker. They will be in contact with you to arrange a visit to Foxgloves. They will also come and do a home visit to help gather information for your child's support plan and answer any questions you may have. They will also visit your child in school and speak to their teachers to help them gather information and maybe observe your child to help us understand the best ways to support them. The Keyworker will write a support plan to ensure your child gets the best care and all members of staff are working consistently. They will also write risk assessments and a PEEP (personal evacuation plan) to keep your child safe whilst at Foxgloves. Your Keyworker will write reports and attend any meetings. If you have any questions to call or email your keyworker.

Tea visits

Once everything is in place a tea visit will be arranged. This is normally 10-2 or 4-6, you can stay with them at first and once we all feel they are happy they can come for tea visits on their own. We will also offer day care if needed to help them settle in and meet all the staff team.

Allocations

When your child is ready for over night stays they will be allocated their agreed number of nights each month. We will do a compatibility assessment and try and match them up with other young people they would enjoy to have their stay with. If you need any specific dates you can email management to request this, we will try our best to accommodate this but we will consider the compatibility of the group.

Arrivals and discharge

Your child will need to be dropped off at Foxgloves at 3pm (or will arrive after school) when they come for an over night stay. The time they are collected depends on the number of nights they are having on that stay. If they are staying for just one night they will be collected at 2pm, if they are stay for 2 nights or more they will be collected at 10am. On school days their school transport will collect them from Foxgloves in the morning and they will be taken to school.

3 month review

After 3 months we will have a meeting to review how we all feel your child's stays at Foxgloves are going.

Medications

When your child comes for their short break they must bring in any medication they are prescribed. All medication must have a pharmacy label on it and be in date. You will need to fill in a parental medication form with the medication's name, dose and time it is to be given. If there are any changes in medications please can we have a copy of the doctor's letter. You can send in unprescribed medications such as paracetamol, vitamins etc but please can we have a letter from your doctor stating these will not have any effects on their prescribed medications.

General information

Your child will have a home/Foxgloves book so you can let us know anything we need to for that stay and we will update you on what they have done whilst at Foxgloves. If your child has recently had an accident (got any cuts or bruises) you can write this in the home book, this can help us safeguard your child and know if they had this before they arrived at Foxgloves. If we notice any marks on your child when they are at Foxgloves and we haven't been informed via home/foxgloves book or school we will give you a quick call to inform you.

If you can label any clothing this will be helpful as you can imagine we have lots of young people staying at Foxgloves and crossing over stays, this will help avoid clothing going missing. We wash all the young people's clothing at night, if you would prefer that we did not please let your keyworker know.

We have a lovely cook who makes freshly prepared meals each day, if your child has any dietary requirements please let your key worker know.

Things you need to bring

- Spare clothes/school uniform
- Medication (if prescribed)
- Toiletries
- Pads (if needed)
- Lunch box (if they have packed lunches, we will provide the food)

We are really looking forward to meeting you and working together to support your child.