

# **JANITH HOMES LTD THE ROOKERY**

## **Statement of Purpose**

**The Rookery  
Walcott  
Norfolk  
NR12 0PF**

# January 2008

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**This document has been written in accordance with the Care Standards Act 2002. Each service user can**

**Janith Homes Statement of Purpose - Jul 2008**

access a copy and each prospective service user will be issued with a copy.

The document will be reviewed annually unless circumstances dictate that it should be reviewed earlier.

## *Aims and Objectives*

We want to provide an organisation whereby a high consistency of care and professional ethics will be the standard of its staff.

We will enable residents to make choices and decisions without creating undue risk to others. There is a need to assess ability levels in order to achieve this.

Freedom of choice can involve risk, but this need not prevent action as long as it does not impede the safety and quality of life of others. Maintaining high staffing levels helps to monitor levels of risk and make suitable changes to situation when necessary.

We will respect ethnic, religious, cultural beliefs and preferences by enabling resident's access to relevant activities (e.g. church).

Records are kept for reference purposes in order to protect staff, residents and the company. Visitors could easily misinterpret some aspects of our care procedures. Records are to be concise but above all accurate. It will be remembered that all aspects of the Rookery life is confidential.

We want to provide an environment that helps residents to make their own unique contribution to daily life. Staff will be empathetic and non-judgemental. The most unexpected decisions in the past have produced some excellent results.

Staff do not accept gifts from a resident. Consultation with the Manager will help staff to deal with this situation.

We want to enable residents to manage and understand their own finances as much as possible. Keyworkers will use the in house banking system and the Personal and Mobility monies sheet to help residents understand the consequences of 'spending'. Where possible residents will hold their own money in cash tins. And have personal bank accounts.

The home uses a keyworker system to ensure that all residents have adequate individual attention from their keyworker thus attending to personal or private matters, person centered care plan, risk assessment, personal finance, long term aims, aspirations and general well-being.

Residents choose when they wish to go to bed. Residents may need help at night or may wish to be left undisturbed. Night staff acquaint themselves with these details. Regular checks of the ground ensure that there are not intruders and that visitors properly introduce themselves.

Staff set examples of behaviour to our residents in every action they do. The maturity and self control shown by Rookery staff has always helped to maintain a fairly peaceful and positive home life for residents. We recognise that bad carer attitudes are quickly copied by clients.

We look after adults with learning disabilities, therefore it would be a mistake to treat residents like children or to make allowances for childlike behaviour - invariably this is due to 'parent like' staff attitudes. Our expectations for mature behaviour from residents and staff are high.

By understanding the unique relationship between carer and resident and by not abusing ones position of power, staff at the Rookery are able to avoid compromising situations.

The residents at the Rookery are free to express their sexual preferences and wishes as long as:

- there is mutual agreement between both parties,
- privacy is respected.
- Guidance and support will be provided by staff and other agencies regarding contraception, safe sex and STI's. Staff can encourage faithful one to one relationships where appropriate and discourage promiscuous behaviour. In general we will accommodate couples in suitable lodgings (e.g. double beds, greater privacy).

Challenging behaviour may occur from time to time. We want residents to understand certain boundaries of acceptable behaviour at home without resorting to medication. Staff can help to define these

boundaries by understanding the various ways of managing difficult situations. Staff are therefore asked to read and consider the 'guidelines for staff when faced with challenging behaviour'. Keyworkers may have further useful notes to make regarding his or her group. These can be noted down in the keyworker files and a copy given to the Manager.

Our policy to move forward and reinvest capital has ensured that home life at the Rookery is centred around:

- Individual needs
- small autonomous units
- access to community facilities
- opportunities for community living placements in supported living bungalows
- opportunities to work and learn both at home and in the community environment.

In conclusion, we endeavour to enhance the life of each and every resident here at The Rookery by encouraging staff learning skills, self sufficiency, self awareness and mostly the ability to make their own decisions in life.

## **Philosophy of Care**

The Rookery aims to provide its residents with a secure, relaxed, and homely environment in which their care, well being and comfort are of prime importance.

Staff will strive to preserve and maintain the dignity, individuality and privacy of all residents within a warm and caring atmosphere, and in so doing will be sensitive to the resident's ever-changing needs. Such needs may be medical/therapeutic (for physical and mental welfare), cultural, psychological, spiritual, emotional and social, and residents are encouraged to participate in the development of their Person Centred Care Plans in which the involvement of family and friends may be appropriate and is greatly valued.

<b>CORE VALUES OF CARE</b>		
<b>PRIVACY</b>	<b>DIGNITY</b>	<b>RIGHTS</b>
<b>INDEPENDENCE</b>	<b>CHOICE</b>	<b>FULFILMENT</b>
	<b>INCLUSION</b>	

All Care Staff within the Home will be appropriately qualified to deliver the highest standards of care. A continuous staff-training programme is implemented to ensure that these high standards are maintained in line with the latest developments in Care Practices as may be laid down in appropriate Legislation, Regulations and the National Minimum Standards.

## **Home Owner - Name, Experience, Home Address and Communication Information**

**Name:** Martin Bastow

**Experience:** Grown up in the Rookery and has managed the home and holiday centre for 15 years.

**Qualifications:** Bachelor or Arts

**Address of Home Owner:**

The Rookery  
Walcott  
Norwich  
Norfolk  
NR12 0PF

Telephone Number: 01692 650707  
Fax Number: 01692 650330  
Email: [admin@janithhomes.org](mailto:admin@janithhomes.org)

## Home Manager – Name, Experience, Address and Communication Information

**NAME:** Paul Sear  
The Rookery  
Walcott  
Norwich  
Norfolk  
NR12 0PF

**Experience:** Eight years experience as an NHS Healthcare assistant. Establishing and team management of supported living service. Registered Manager of Supported Living service for people with learning disabilities. West Notts College mental Health Course coordinator for NVQ, Social Care, RMA and bespoke. Director/Proprietor of company supplying bespoke care training packages and medical aids.

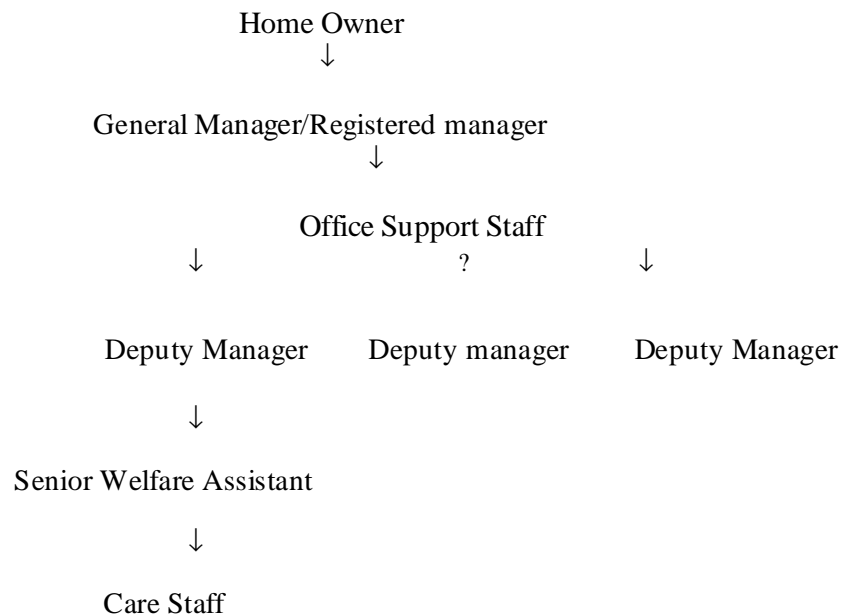
**Qualifications:** Registered Managers Award, NEBSM, NVQ 3 Promoting Independence Care, Advanced Certificate in Combined Studies (Applied Social Sciences)

Telephone Number: 01692 650707  
Fax Number: 01692 650330  
Email: [admin@janithhomes.org](mailto:admin@janithhomes.org)

### Care Speciality of the Home:

Adults with learning difficulties, especially with challenging behaviour.

## Home Organisational Structure



## Details of Staff Numbers and Staff Training

The home employs 1 Care Manager, 1 General Manager, 28 Carers, 2 chefs, 4 Office Support Staff, 4 Domestic Staff and 2 maintenance staff. The homes staff are selected for their qualities of reliability, integrity, skill, friendliness and professionalism. They are carefully screened and references are always checked thoroughly. During induction all staff are trained in-house by experienced qualified senior staff in the following critical subjects:

- Care code of conduct
- Confidentiality
- The rights of clients
- Health and Safety
- Food Hygiene and Safety
- Personal Care Tasks
- Responsibilities
- Protection

All new care staff immediately commence Common Induction Standards, if applicable, and the home aims for all Carers to hold a minimum of NVQ level 2 in Care. All new members of staff must train to achieve this important qualification.

The home also sends selected staff on external training courses for such topics as Food Hygiene, Lifting and Handling, First Aid, Medication Practice, Epilepsy, Challenging Behaviour etc. On the date this information was compiled the following was accurate.

One member of staff with NVQ 4  
Seven members of staff with NVQ 3  
Four members of staff with NVQ 2  
Five members of staff working towards NVQ 3  
Seven members of staff working towards NVQ 2  
Four members of staff recently registered for NVQ 2 & 3

## Accommodation

The manor house has both ground floor and first floor bedrooms; There are 26 single accommodation and two twin rooms with some en-suite facilities. The accommodation meets the National Care Standard regulations 2002 and is of a high standard.

### *Social Rooms:*

There are various day rooms in the Main House and on site Cottages, also an education room and treatment/hairdressing salon. In accordance with regulations smoking is not permitted in any communal areas. Day facilities are available on site. Most of the communal areas, ground floor bedrooms in the main house and all the cottages are accessible by wheelchair users.

## ROOM SIZES

### Main House

Room	Length	Width	Square Area	Bathrooms
1	3.95	3.10	12.20	En-suite

2	2.60	4.70	12.20	Shared with 2
3	4.40	4.00	17.60	Shared with 2
4	L-shaped room		19.50	Shared with 2
5	3.05	3.00	9.10	Shared with 2
6	4.25	4.50	19.10	En-suite
7	4.20	2.80	11.70	En-suite
8	3.95	3.05	12.00	Shared with 1
9	3.90	4.00	15.60	Shared with 1
10	4.40	4.90	20.00	Not shared
11A	4.50	4.70	21.10	Shared with 1
11B	3.15	3.00	9.10	Shared with 2
12	4.20	4.75	19.10	Shared with 2
13	4.30	2.90	12.40	Shared with 2

### Rose Cottage 1

Room	Length	Width	Square Area	Bathroom
1	3.00	3.20	9.60	Shared by 1.5
2	3.30	3.00	9.90	Shared by 1.5
3	3.30	3.00	9.90	Shared by 1.5

### Rose Cottage 1 Communal Areas

Room	Length	Width	Square Area
Lounge	5.60	5.00	28m <sup>2</sup>
Kitchen Diner	5.00	3.06	18m <sup>2</sup>

### Rose Cottage 2

Room	Length	Width	Square Area	Bathroom
4	3.00	3.4	10.2	Shared by 1.5
5	3.00	3.30	9.90	Shared by 1.5
6	3.00	3.30	9.90	Shared by 1.5

### Rose Cottage 2 Communal Areas

Room	Length	Width	Square Area
Lounge	5.60	5.00	28m <sup>2</sup>
Kitchen/Diner	5.00	3.06	18 m <sup>2</sup>

### Maple Cottage

Room	Length	Width	Square Area	Bathroom
1	2.94	4.05	11.90m <sup>2</sup>	En-suite
2	3.05	4.32	12.14m <sup>2</sup>	En-suite
3	2.96	3.99	11.81m <sup>2</sup>	En-suite

### Maple Cottage Communal Areas

Room	Length	Width	Square Area
Lounge/Dining Room	6.44	4.50	28.98m <sup>2</sup>

### Lavender Cottage

Room	Length	Width	Square Area	Bathroom
4	2.91	4.18	12.16	En-suite
5	2.79	4.10	11.66	En-suite
6	2.95	4.50	13.27	En-suite

### Lavender Cottage Communal Areas

Room	Length	Width	Square Area
Lounge/Dining Room	4.79	7.00	33.53

## **Admission**

Clients interested in coming to The Rookery residential home are encouraged to visit the home and sample the atmosphere and level of service. An individual plan for admission is agreed. Often day-care is arranged on a regular weekly basis while waiting for a vacancy. This gives the client time to get to know the staff and adjust to new people and surroundings. Three month's trial period is always given before taking permanent residency.

## **Prior to Admission**

The Duty Manager in charge will be informed of the pending admission by the Registered Manager.

The client's case notes/history data will be forwarded either prior to or on the clients admission except in an emergency, when they will be made available as soon as possible.

The prospective client will be given a Service User guide, available in different formats if available.

A pre-admission assessment will be carried out. Any section under the Mental Health Act 1984 will be recorded.

The prospective client will be invited for an overnight stay. The client will, if appropriate, be offered a trial period.

An admission shall be defined as any stay at Janith Homes that is overnight or longer.

## **Admission**

The client and relative(s) will be welcomed and introduced to the other service users and staff.

A brief discussion will take place with relative(s)/social worker to establish the following:

- a) Any comments re-assessment or person centred care plan.
- b) Relevant points from 'admission pro-forma' if not previously completed.
- c) Current medication.
- d) Address and telephone number of next of kin is correct.

Weight will be checked and recorded.

All valuable possessions brought in by the client will be listed in the Keyworker folder.

Details of the client will be recorded in the clients' personal file and incident/day book.

General Practitioner to give a general examination if more than six months since last examination, and, if any problem, record this in the appropriate individual service user file and incident book.

An entry will be made in Admission/discharge register and a personal details record compiled.

Ensure that the client is made aware of where the following are:-

- a) his/her bed
- b) wardrobe
- c) toilets
- d) any other facilities, including recreational areas
- e) dining room, etc.

An informal discussion will take place with the client in order to obtain further information and to help put him/her at ease.

Distribution of appropriate information regarding the admission will be forwarded to the office who will, in turn, inform others.

## **Financial Arrangements and Fees**

We are committed to providing value for money within our comprehensive and caring service:

The fees charged are dependent on:

- 1 The type of facility required, and
- 2 The individual assessed needs of the client
- 3 Management of behavioural difficulties
4. Staffing requirements
- 5 Level of access to day provision
- 6 A banding scheme is in operation to enable broader changes in clients care needs to be accommodated.

Depending on the personal financial situation, a resident can either pay the fees privately or these may be paid by a placing authority. In this instance social security benefits would normally form part of the fee payment with the exception of personal allowances.

## **Fees - What is included**

- Fully trained staff in 24 hour attendance
- Good Home Cooking
- Provision for Special Diets
- Laundry Service
- Call System
- Full Central Heating
- Access to day services Monday to Friday.
- Personal care
- Managing challenging behaviour
- Full board accommodation
- On site Adult Literacy tutor/access to touch screen computer
- Person centred care programme
- Person centred risk assessments
- Access to fitness classes with qualified instructor
- Access with staffing to primary NHS health care, i.e. doctor, optician, chiropodist
- Access with staffing to NHS Psychiatrist if appropriate.
- Access to communication coordinator
- Speech and language skills, according to ability.

## **Fees – What is not included**

- Dry cleaning
- Hairdresser
- Private phone installation and calls
- All personal items, i.e. personal T V licence and T V rental, satellite, video, DVD or music systems
- Transport for requested outings\*

- Staffing for requested outings\*
- Personal clothing, dry cleaning services, toiletries, leisure items, i.e. books, cassettes, magazines etc.

\*These additional charges will be shared with number of people taking part in outings etc

## **Privacy and Dignity**

Staff are trained to strive to preserve and maintain the dignity, individuality and privacy of all residents within a warm and caring atmosphere, and in so doing will be sensitive to the residents ever changing needs.

## **Smoking and Alcohol**

Smoking and consumption of alcohol is permitted subject to medical advice and smoking policy.

## **Fire Safety**

- The home has a modern Fire Alarm System fitted that is directly connected to the fire service. There are “Fire Exit Notices/symbols” and “Fire Emergency Instruction Notices” displayed at strategic points throughout the home, as advised by the local “Fire Department”.
- Staff are instructed during induction training with regard to the Fire Prevention/Drills Policy this includes evacuation procedure, muster points, raising the alarm, etc. Residents are informed of the emergency procedure during admission.
- A full fire drill is conducted monthly which involves evacuation of the home.
- All fire systems and alarms will be tested monthly by staff, problems noted and addressed and 6-monthly by the approved contractor. Records are kept of all such testing as part of the Proprietor/Managers responsibilities.
- All fire fighting equipment will be checked annually by a qualified fire extinguisher maintenance engineer.
- Where possible, furniture, fixtures and fittings must be made of fire-resistant or fire-retardant fabrics and materials.
- Measures have been put into place to alert a hearing impaired resident of the fire alarm.

## **Religion (Worship/Attendance at Religious Services)**

Residents may attend religious services outside the home as they so desire, care staff will be made available to accompany residents when required.

Residents have the right to meet clergy of their chosen denomination at any time. If required, a private room will be made available for such meetings.

## **Contact With Family and Friends**

Resident’s family, relatives and friends are encouraged to visit the resident regularly and maintain

contact by letter or telephone when visiting is not possible. In these cases, staff will offer to assist the resident to respond where help may be needed.

Visitors will be welcomed at all reasonable times, and are asked to let the staff know of their arrival and departure from the home for security and fire safety reasons.

The resident has the right to refuse to see any visitor, and this right will be respected and up-held by the staff who will, if necessary, inform the visitors of the resident's wishes.

## **Care Plan Review**

Once developed the Person Centred Care Plan will be regularly reviewed to ensure that it maintains appropriateness to the individual. Adverse reaction to the Care Plan by the resident will result in an immediate review of the Care Plan by the named keyworker, Manager, Senior Carer and/or other appropriate professionals as necessary.

Family, relatives and advocates will be encouraged to participate in the resident's care planning as far as is practicable, and are invited to annual formal reviews. Residents and their Relatives are always welcome to chat with a member of the Care Staff if they have any concerns.

All amendments to the care plan will require the authorisation of the Home Manager or Senior Carer; certain amendments may require the authorisation of the resident's GP. All amendments to the Care Plan are recorded in full.

## **Complaints**

If as a resident, relative or visitor, you feel that there is cause for complaint, you should first discuss the matter with the person in charge. If the matter is in your opinion, a serious one, or if you remain dissatisfied, you can record the complaint as per the complaints procedure, which is available from the office or senior staff. A full investigation will be made into the complaint, and you will be advised of the results as soon as possible.

If after this investigation, you are still not satisfied, or if you feel that the complaint is of a serious nature and you wish to speak to a registration officer first, then you should contact the Care Standards Commission at Cambridge. Details of the registration authority details are shown below.

At anytime you can with confidence make a complaint. Martin Bastow or Paul Sear will try to resolve any concerns you may have and take you through the complaints procedure. You can also make your complaint to;

Judith Last  
Regional Contact Team – Norfolk  
Commission for Social Care Inspection  
Eastern Regional Office  
Capital Business Park  
Fulbourn  
Cambridge  
CB21 5XE

## **Other local contacts you may find useful are;**

North Norfolk Learning Difficulties Team

Blickling Hall  
West Wing  
Blickling  
NR11 6NF  
01263 835200

**INSPECTION REPORTS ARE AVAILABLE ON REQUEST.**

### **Therapeutic and Social Activities**

The home policy on “Therapeutic Activities” takes into account the residents interests, skills, abilities, experiences, personalities and development. The home offers a wide range of activities designed to encourage the residents to develop social, artistic, educational and work based skills. These interests and skills are detailed in each Person Centred Care Plan.

This encourages interest, enthusiasm, progress and the opportunity to enjoy all experiences of life.

#### **Day Services are contracted to provide:**

- Animal husbandry and general farming duties (non agricultural)
- Art Centre - extensive range of textiles, sculpture, ceramics, painting and drawing.
- Music
- Bingo
- Education
- Cooking
- Outdoor pursuits

#### **Outings**

All outings are arranged to accommodate resident's interests, choices and requests.

Examples of outings are listed below:

- Meals out, pub visits
- Shopping trips.
- Theatre, concerts and cinema
- Bowling
- Swimming
- Local tourist attractions and events i.e. car boots, fetes etc.
- Horse riding
- Fishing

### **Leaving or Temporarily Vacating**

If a person wishes to be discharged from the Home, then 4 weeks notice must be given of this intention, or 4 weeks fees paid in lieu of notice. These conditions are waived during the 4 week trial period. If a resident temporarily moves out of the Home (e.g. to receive hospital treatment) the bed is retained for a period of eight weeks, provided the normal fee is paid. In the case of social work funded residents, this retention period would be reviewed by the Home Manager.

## **Monitoring and Quality**

Within the Home, there are various systems which ensure that close monitoring is maintained on all of the Home's services and procedures. Attention to the smallest detail is pivotal to everything that we do.

An important part of our quality programme is to involve the residents and their relatives. We regularly ask for comments on the Home, the staff and services we provide. We hold regular resident's meetings and catering meetings to discuss any topic that residents may wish to raise and. an annual quality assurance questionnaire is issued to both residents, families and advocates and staff that allows the home to review and analyse the requirements of all those living here.

## **Pets**

Individual requests for pets are considered, bearing in mind that we have an adjacent, accessible working farm with an emphasis on animals that are friendly.

## **Medication**

The home provides a comprehensive approved system to enable resident's personal medication as prescribed by the GP to be ordered, dispensed and administered by competent staff. Self medicating will be accommodated with provision for safe storage, advice and help as deemed necessary.

## **Telephone**

The home has a telephone, which can be used by the residents for incoming calls in privacy. There is a also a pay phone for outgoing calls or residents may prefer to use personal mobiles.

## **Meals**

Menus will be varied and favourite dishes and special diets can be catered for. Residents are encouraged to eat in the dining room from the main house but may eat in their own room if this is their choice or use the outdoor facilities during warm weather. Those in more independant units eat their meals within these cottages.

Tea, coffee and other hot drinks are served and available 24 hours a day, visitors are also catered for.

## **APPENDIX A**

### **Contract of Residence**

**THIS AGREEMENT Is between Janith Homes Ltd**

And **"THE RESIDENT"**:...

Our Aim is to provide a long term care home for adults with learning difficulties. A safe stimulating environment with 24 hour care, three meals daily and access to snacks and beverages.

### **Accommodation**

1. Fully furnished rooms, single or double with ensuite facilities where appropriate or access to bathrooms.
2. Communal areas for relaxation and recreation. Extensive beautiful gardens. Access to working farm and its animals.
3. Day facilities on site.

We have very extensive gardens and grounds

### **General**

1. We do not have house rules but to provide a harmonious life for everyone we request residents do not disturb or harm other people or their property.
2. Resident's rights including privacy are to be respected.
3. The home follows a procedure (which can be seen) for staff when faced with challenging behaviour
4. Personal belongings and furniture will be accommodated wherever possible.
5. For everyone's comfort and to comply with legislation there are designated smoking areas.
6. Visitors are welcome - prior notice appreciated to avoid disappointment during the day. For evening and night visits we would ask for notice.

### **Residence and Payment of Residential Fees**

1. Fees range from £780 to £2000 per week depending on individual needs. Individual fee as per contractual agreement.
2. Personal monies as deemed by Department of Social Security.
3. Upon payment of the weekly charge (see clause 1 below) the Proprietors undertake to provide accommodation, food, light, heat, laundry and all necessary personal care as would normally be required by a Resident of a Residential Care Home.
4. The weekly charge shall be paid two weeks in advance and two weeks in arrears by cash, cheque or bankers order which it is agreed shall cover the provision of all services referred to in clause 3 above. The weekly charge shall remain unchanged unless three months written notice is given by the Proprietors or this Agreement is jointly amended by all parties to this agreement.
5. The proprietors undertake to maintain a standard of care as required by the Residential Care Homes regulations 1984 and the registration authority. If an occasion should occur where a complaint or query arises the Resident is referred to the Home's written procedure for dealing with complaints. The Proprietors will be pleased to help in every way possible; if the complaint is not resolved the Resident may wish to refer to Commission for Social Care Inspectorate, the registration authority whose address is on the complaints procedure on page 4.
6. This agreement shall continue in force until terminated by either party giving to the other written notice four weeks before termination. Should the Resident leave the Home without giving the required notice, payment of fees in lieu of notice at the normal weekly rate will be required.
7. The first three months of admission shall be regarded as a trial period for the benefit of the Resident and the Proprietors.

8. The Home will be the abode of the Resident. Should a Resident at any time require hospital treatment, the Proprietors will retain the accommodation for four weeks at full fee, after which time we will negotiate the current fee, unless two weeks notice of termination of contract is given by either party to the other.
9. In the event of death, any fees outstanding for Residents will be charged to the Authority responsible for their placement or to their estate. Third parties who agree to meet Residents fees in whole or in part must sign below to this effect before the said person becomes a Resident.
10. The Proprietors may give notice, as outlined in clause 6 above, requiring the Resident to leave the Home under the following circumstances.
  - a) non payment of fees
  - b) if, having consulted the Resident and taken advice from the appropriate members of the primary health care team, e.g. general practitioner, community nurse or social worker, concerning the present and future care needs of the Resident, the Proprietors are no longer able to meet the Resident's needs
  - c) any circumstances or behaviour which the Proprietors feel may be seriously detrimental to the Home or welfare of other Residents.
11. Fees will be reviewed from time to time as determined by the Proprietors. Any increase in the fee will be as a result of inflation, for the provision of additional care and service or as a result of statutory provisions coming into force after the date hereof.

### **Medical and Personal Requirements**

1. The Resident shall from his/her own resources and/or personal allowance provide medical requisites (other than medication by prescription) hairdresser, newspapers, clothing, toilet requisites and other items of a luxury or personal nature. Transport for requested outings by Company vehicle is charged @ 60p per mile and £7 per hour staffing to be shared by occupants.
2. Residents will be required, before taking up residence, to provide information to the Proprietors on the state of their health, any treatment required and the name of their medical advisor.
3. The resident or, where appropriate, his or her representative may request the Proprietors to take charge of and dispense all the Residents prescribed medications. If a Resident elects to retain and administer his or her own medication this will be subject to a risk assessment and the provision of a locked cabinet by the home.

### **Personal Effects and Personal Mobility**

1. Residents are free to journey out alone as per the agreed care plan and will be accompanied by staff as deemed necessary.
2. All electrical items brought by Residents on admission or during occupation of the Home shall be first inspected as to their safety by the Proprietors before their use.
3. At the discretion of the Proprietors items of furniture may be brought in by the Resident subject to inspection as to condition and defects liable to render the article unsafe or unfit. Transportation insurance and eventual removal of such items shall be the Residents responsibility or that of their Executors.

### **Insurance**

1. The Home is insured at the rate of £ 1,000 per person with £150 excess for valuable effects left in the Residents room. The insurance cover does not extend to the Residents cash securities and monies so the home has a system of encouraging and supporting residents to use banking facilities.

2. All valuable assets must be declared to the Proprietors upon admission for insurance purposes. Safekeeping can be arranged by the Proprietors.

**In the Event of an Emergency**

1. The Resident is asked to supply the following information to assist the proprietors in the event of an emergency or termination of accommodation:
  - a) Name, address, and telephone number of next of kin.
  - b) Any social or cultural traditions that the Resident requires to be kept
  - c) Any particular wishes of the Resident concerning funeral arrangements.

**Status of the Home**

The Rookery Residential Care Home is registered as such by the Norfolk County Council Authority. It is not a nursing home.

SIGNED:

For and behalf of Janith Homes Ltd

DATE:

SIGNED: RESIDENT

DATE: