

Clare Lodge Secure Unit

PLACEMENT CONTRACT

WHAT IS INCLUDED IN THE PRICE

1. Accommodation

1.1 A bed within the Secure Unit

The cost per place/day is charged at **£965.00 (£6,755.00 per week)**.

Each young person has an individual bedroom with en-suite facilities. Depending on their progress on the rewards and incentives scheme, young people will have the opportunity to earn electrical items such as a television, games console and music system in their room. All young people are encouraged to personalise their rooms with appropriate photos, posters and other personal items.

1.2 Access to all secure unit facilities

The living accommodation is comfortable and spacious. The educational and sporting facilities are resourced to a very high standard. Accommodation is in self-contained units.

2. Services

2.1 Care

Each young person will be allocated a keyworker, co-keyworker and case manager. All our residential care staff if not already suitably qualified, are required to complete the NVQ level 3 in Health and Social Care (Children).

A Care Plan will be drawn up for each young person, within 5-15 days of admission, with input from our mental health team, education, the case manager, keyworker and the young person, as well as the young person's social worker (Initial planning meeting). All care plans are reviewed on a weekly basis during practice meetings involving senior management, mental health team, health care professionals and education.

A comprehensive assessment is completed in 10 weeks. The unit also has facilities to accommodate LAC reviews and other relevant meetings at no extra charge. It is helpful to have notice of requirements so that a room of appropriate size can be set aside. Where require information is provided to the Local Authority in discussion with the case manager to support planning.

2.2 Education

The school can cater for a wide range of abilities; it has fully qualified teachers teaching National Curriculum subjects, with additional help from teaching assistants. GCSE and 'A' level syllabuses are available. The school also has Vocational Instructors and vocational centres for more practical skills based learning. Each young person will have a personal tutor and full access to all education facilities, subject to risk assessment. The school operates for 39 weeks of the year.

2.3 Specialist Services

Young people will have access to mental health services. Reports can be produced within applicable time scales where appropriate and specifically requested. Individual input includes any necessary treatment whilst at the Unit. Our mental health team consists of:-

- Consultant Clinical Psychiatrist
- Clinical Psychologist
- Assistant Psychologist

Young people will also have access to our Art therapist as well as our substance misuse workers.

2.4 Healthcare

Young people have access to:

- A GP
- Dentist
- Optician
- Looked After Children Nurse

Access to other specialist healthcare facilities from the local NHS trust, including Accident and Emergency, other paediatric services, dentist and opticians.

2.5 Food

All specialised dietary needs can be catered for, including any religious or cultural requirements. The unit promotes a “healthy eating” regime. Young people are able to select the food they eat by the completion of a daily menu request form.

2.6 Telephone Access

Young People have access to a private telephone in their room, with two calls per day to approved telephone numbers, as well as free calls to their Social Worker, NYAS and their legal representative.

2.7 Secure Escort Services

Escorting to all medical appointments within a 50 mile radius including dentist, optician, hospital visits (including Accident and Emergency) are included in the bed price. All appointments outside of the 50 mile limit will be subject to our normal escort charges of £30 per person per hour plus vehicle costs.

2.8 Visits to Placements

The transition plan is to be drawn up by the case manager and agreed by the registered manager.

2.9 Mobility

Mobility programmes can be arranged for young people, who are ready to begin reintegration into the community. Mobility is included in the bed price.

2.10 Hospitalisation

Daily and nightly supervision of the young person by two members of staff, if admitted to hospital, for up to 24hrs can be provided. Any additional staff which will be subject to risk assessment completed by the Registered Manager of Clare Lodge in consultation with the Social Worker (where possible), will be chargeable at £30 per hour per member of staff.

2.11 Pocket money / Clothing

Pocket money is provided weekly according to the young person's place on the unit's rewards and incentives scheme. Pocket money may be used to purchase sweets, drinks and toiletries, from the unit shop or placed in savings. Shopping for other items can be undertaken by Clare Lodge care staff.

A clothing assessment will be undertaken on the arrival of a young person in to the unit. Where it is deemed by the case manager that the young person does not have the sufficient amount of clothing then costs to rectify this will be charged to the Local Authority.

2.12 Staff Support

One staff member can be available to attend the young person's initial planning meeting at their new placement in the community after leaving Clare Lodge. This will be subject to distance and availability.

2.13 Additional Charges

- The cost of additional staff with no transport is £30 per person per hour. This will be required for all hospital appointment and any overnight stays in hospital.
- If the young person requires corrective lenses, glasses or contact lenses, they will be chargeable to the placing authority.
- Aftercare support. Once a young person has left the unit, Clare Lodge can offer an ongoing support service during a young person's initial move back into the community. The price will be subject to location and requirements.
- Any specialist or extra service or provision requested by the placing authority that is not normally provided by Clare Lodge Secure Unit, will need to be negotiated separately, where possible prior to the start of the placement. If this is not possible an agreement must be reached before such services are provided.
- Excessive damage to property. Any damage, including labour and materials, over £1,000 will be chargeable to the placing authority.
- Any additional staffing requirements will be chargeable at an agreed rate, which will be agreed prior to admission. It will be subject to a risk assessment by a Registered Manager in consultation with the young person's placing Authority.
- Any additional staffing requirements identified during a young person's stay will be chargeable at an agreed rate. Such decisions would be risk lead and agreed with the placing Authority before any action was instigated.

2.14 Notice Periods

Clare Lodge will be able to service notice to the placing authority on the following basis:

- Where the young person has been in placement for up to 28 days the notice period shall be 7 days.
- Where the young person has been in placement for over 28 days the notice period shall be 28 days.
- In the event of a placement being terminated by the placing Authority a charge of 7 days will be made to the young person's placing Authority.

Exceptional circumstances relating to the safety of the young person will not be subject to the above notice periods, they will be at the discretion of the registered manager in discussion with the Local Authority.

Name of young Person.....

For and on behalf of Clare Lodge Secure Unit:

Name:

Placement Date From:

Signature:

For and on behalf of Placing Authority:

Name: Date:

Signature:

Address:

Telephone Number:

Invoicing Details

Purchase Order Number:

Billing Contact:

Billing Address:

.....

..... Post Code:

Telephone Number:

Billing Email: