

**HOUSE RULES**

1. Violence, bullying and anti-social behaviour are not allowed.
2. Verbal or physical abuse is not allowed.
3. No alcohol, drugs or illicit substances, are allowed on the premises.
4. Smoking is not permitted anywhere in the building, and only allowed in the garden until 11pm. No smoking on front doorstep.
5. No male visitors are allowed (except in a professional capacity).
6. Residents are responsible for ensuring if they have a visitor, they are signed in and stay within the communal areas. Staff may ask visitors to leave if there is cause and all visitorsmust leave by 9:30pm.
7. Only staff are authorised to open the front door and allow entry into the house.
8. The entry log book should be signed each time when entering and leaving the building, for fire safety reasons.
9. Residents are not to be in each others room after **10.00pm**, to help keep noise levels low.
10. Night curfew is **11pm** unless permission is sought. (16 and 17 year olds will have an agreed curfew time as arranged with their YSO/senior staff).All residents should be in their own rooms by midnight.
11. Up to 3 nights out per week are allowed ( except for emergency bed.) 16 and 17 year olds have to agree nights out with YSO / Wayside staff and give details of whereabouts.
12. Residents are expected to meet with their key worker as necessary, and are expected to work with staff to gain employment, training or education. Rent accounts need to be kept up to date.
13. Noise must be kept to a level which will not disturb other residents or neighbours, including when speaking on mobile phone, watching T.V. and playing music.
14. Residents are encouraged to open all correspondence in the office from benefit agencies, so staff can help with contents of letter, especially in relation to housing benefit.
15. When in the office residents should use the chairs provided, not sit on desks or go behind office desks unless utilizing the computer.
16. Rooms are regularly checked by staff in accordance with health & safely and for the safe management of the hostel.

General tidiness, cleanliness and respect

1. Residents are responsible for keeping the house clean and washing up after themselves in communal areas. Plates, bowls and cutlery used in bedrooms should be washed and returned to communal cupboards. Residents are not to throw plates/cutlery in the bin. Baking trays need to be used in the oven and spillages wiped up.
2. All residents should adhere to hygiene and safety, including keeping their bedrooms clean and tidy. Residents are advised not to leave their belongings lying around in communal areas.
3. The washing/drier machines should be emptied after the cycle has finished so other residents can use the machines.
4. There is a communal cleaning rota and each resident has a communal area to clean.
5. The bathroom and showers should be left in a clean state. Sanitary bins or brown sanitary bags are provided in toilets.
6. Night time hours between 10pm and 8am should be kept quiet out of considerate to other residents and neighbours. When in the garden voices should be kept low with no swearing.
7. Residents should not be in nightwear in communal areas between 10am and 6pm
8. There is a communal TV in the lounge, which residents need to share and respect others wishes. Any TV in the bedroom tuned in to receive channels requires a license which is the responsibility of the owner of the TV.
9. Duvets should not be taken into the lounge or garden.
10. No pets are allowed in the hostel.

**Equal Opportunity Policy Statement**

Keychange is committed to the welfare of people and to maintaining their individual dignity and their worth in society.

Keychange will not accept any form of discrimination in its work with and for people. In particular, it will ensure that no-one at Wayside Hostel will receive less favourable treatment on the grounds of age, ethnicity, marital status, political allegiance, race, religious beliefs or sexual orientation.