



Fairfield
Farm
College

RESIDENTIAL HANDBOOK



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www.ffc.ac.uk



Fairfield Farm College, 43 High Street, Dilton Marsh



Welcome to Fairfield Farm College. This handbook aims to give you all of the information that you may need to make your time at the college enjoyable. You may still have questions or worries - just talk to any member of staff who will be happy to help.

If you have any questions please contact Helen Beer (Senior Education Manager) on helen.beer@ffc.ac.uk or 01373 866066.

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ACCOMMODATION AND PERSONAL POSSESSIONS

The college has 6 houses, all of which are in walking distance from the college. The houses are all different, but the way that they work and are set up is similar.

Each resident has their own bedroom and they need to bring their own bedding. The college provides all necessary furniture.

In each house there are shared Smart TVs with access to Netflix and Amazon Prime, as well as games consoles in the houses.

Residents are able to bring their own personal possessions, but we remind families that we cannot take responsibility for valuables, so these are brought into the house at your own risk.

Residents can leave possessions in their rooms over the holidays with the exception of the summer break when we carry out maintenance and decorating. Staff are able to support residents to pack to go home for the holidays. If parents have specific requirements about what is to be packed we ask that arrangements are made via the Care Leadership Team in order to accommodate requests.



COVID-19 INFORMATION

See what we are doing to protect staff and students against COVID-19. Visit www.ffc.ac.uk/coronavirus/ for further information.

PERSONAL ALLOWANCE

Lots of the young people that live with us are in receipt of benefit. We are happy to advise, where we can but we cannot help complete applications on behalf of residents. If you are in receipt of benefit, then this also means you are eligible to apply for a discretionary 16-19 bursary, contact Helen Beer on 01373 866066 for information.

In order to promote independence, we encourage all residents to have a bank account in their own name before starting college. The account must have a cash point/ debit card allowing them to take cash from a cash machine.

Residents over 18, often have their benefit paid directly into their account, we will of course support and record all transactions we help residents with. Usually, families/carers ensure that there are sufficient funds in the account for the resident to engage in enrichment and weekly social activities. This is around £30 per week.

If the resident is unable to manage their own money, because they do not have capacity to do so, we can make arrangements as part of a best interest process to keep bank cards, ID, PIN number and cash secure on behalf of the individual. We will take direction from parents who hold Deputyship/Appointeeship over finances and would need proof of this in order to implement requests.

The college cannot be responsible for loss or misuse of bank cards and money.

As part of independence training, residents will be supported to budget their personal allowance and learn to withdraw and manage their money as independently as possible. Each bedroom has a personal safe and we have additional safe storage in the care office.



HEALTH AND MEDICATION

We have an established relationship with our local surgery and pharmacy, and will arrange for residents to register with the White Horse Health Centre in Westbury. This is to ensure we can support individuals with their health quickly and efficiently.

If we need information from your family GP then we will ask for you to consent to this. We also need consent of you require us to follow up any consultant or specialist recommendations. We record all medical appointments and ensure good communication between Fairfield Farm Trust and families.

We have a Medication Policy available, which will form part of your new starter pack, and is also available from our website. In all instances, we require GP consent to administer medication. If you have any further questions, please do speak to a member of the Care Leadership Team.

Should your son/daughter require admittance to hospital, parents/next of kin will be contacted where arrangements will be made in order to meet at the hospital. Fairfield Staff will then handover to the family or carers.

Residents taking medication should bring at least 4 weeks supply with them.

All medication should be booked in with a member of staff on arrival. We will work with individuals to promote independence in this area via an assessment process.

Parents/carers are asked to provide written confirmation from the resident's GP of all medication to be administered/monitored by staff before the start of their college course. We will arrange for repeat prescriptions and will provide medication for residents to take home during the holidays. If your resident has a valid medical exemption to obtain free prescriptions and healthcare treatments please may this be provided.

HC1 forms can be obtained online if required. All residents that are in full time education, are entitled to free prescriptions dental treatment, eyesight tests. Parents/carers will need to support residents to apply for an exemption certificate just before their 19th birthday if they do not receive the eligible benefits.

NUTRITION

All meals, and drinks are provided. We cater for individual tastes and dietary needs and will always try to support our residents to become independent in their preparation and understanding of healthy living. This approach will include supporting young people to make healthy choices and through an embedded awareness that will help to develop good eating habits for the future. If there are any specialist requests or for further information, please contact us.



TERM ARRANGEMENTS

We offer flexible residential packages, for example Monday to Friday during term time, or 38 weeks including weekends, returning home for holiday periods. Some residents stay with us for 52 weeks of the year.

It is the parents/carers responsibility to arrange transport to and from college at the beginning and end of holidays. Parents/carers who do not have their own transport should make alternative arrangements for collection. The College day finishes earlier on the last day of term, and parents / carers are required to collect their resident and belongings direct from their residential house unless otherwise pre-arranged.

Please contact us if there is any further information you require about your specific situation.

Parents/Carers are more than welcome to visit or take their son/daughter off site. It would be helpful and we would appreciate, that this is pre-arranged and communicated beforehand. This reduces any impact that may occur, where activities have been organised and informs staff and residents when planning ahead. When parents/carers are visiting, please wait for staff to greet you and sign you in as a visitor for safeguarding purposes.

HOME/COLLEGE LINKS

At Fairfield, we pride ourselves on delivering a well-rounded independent experience whilst promoting individual rights and choices. When a young person turns 18, they have a right to make decisions for themselves and we support young people to become independent adults.

We always try to work with the young person directly to take responsibility for their action but understand there may be times when the sharing of information with Parents/Carers is necessary. We will work in partnership with those within the individual's circle of support and provide clear feedback and advice throughout residents' stay with us.

Residents can lead a very busy social life and we will always support young people to make contact with their families and friends. We have found that the best time to telephone is early evening as this is when most of our residents are at home.

SUPPORTING POSITIVE BEHAVIOUR

The college works hard to support students to learn to manage their own behaviour and the impact of their behaviour on others. This is reinforced throughout all areas of the curriculum. Students are supported to understand their own rights and respect the rights of others in order to be safe and successful.

We promote an individual positive behaviour support approach across the college and houses. Positive Behaviour Support (PBS) involves an emphasis in trying to understand the function of behaviour. From this perspective we can see behaviour as an attempt to get needs met. The purpose of this approach for us is to understand the need and therefore address this through a range of individual strategies, working closely with the young people, families and people that support them.

We encourage a culture of respect, tolerance and understanding, but recognise that sometimes incidents occur. We work closely with young people to reflect on how their behaviour could be more positive in the future and provide strategies and guidance to support learning.

Occasionally a more significant incident may occur, these are always investigated and referred on where appropriate. We will work closely with families and professionals supporting the young people during this time.

All of our staff are trained in PBS accredited through PROACT SCIPr UK Ltd <http://www.proact-scipr-uk.com/proact-scipr-uk/>. Please see our positive behaviour support policy on our website.

USE OF TECHNOLOGIES

Residents may bring their own mobiles to college, staff will support residents to use them appropriately but cannot monitor their use at all times and cannot take responsibility for the loss, misuse or financing of personal mobiles. Any photos or video taken must be with prior permission. There are shared TVs, DVDs and games consoles in the houses. Residents will need to have a television licence if they bring a TV and portable aerial for use in their room.

All students at college have an email address and access to the college IT system. They are supported to use simple programmes like Office 365. Everyone using the college's IT system and Wi-Fi is expected to sign an Acceptable Use Agreement.

Further information is available in the eSafety and Online Protection Policy.



HEALTH & SAFETY

The personal safety of our residents is a priority for the college. All activities and areas of the Trust are covered by a risk assessment. We also support the development of safer working practices across the young people's learning.

We undertake regular audits of health and safety, and also have a schedule of maintenance and repairs. As in all colleges, sometimes accidents happen and we have a team of very experienced first aiders on hand at all times. We conform to all statutory reporting requirements, which include the HSE and CQC where appropriate.

The college is a non-smoking campus as are the houses.

Staff are trained in safeguarding and are legally required to report all incidents, disclosures and concerns. There is a Designated Safeguarding Lead (DSL) at the college, whose job it is to record and refer all information where appropriate to the relevant body.

If you would like further information about safeguarding see the college policies for Safeguarding, Child Protection, Protection of Vulnerable Adults, Whistle Blowing and Anti-Bullying published on our website.

All staff at the college have an extensive Induction and training programme, which ensures they are able to complete their job to a high standard. Many of our staff also have significant specialist experience and qualifications.

The college is regulated and inspected by Ofsted. The college residential provision is registered with the Care Quality Commission (CQC) as a registered care home (without nurses) & educational disability service. Inspection reports can be found on the CQC and Ofsted websites. As part of the college's quality assurance processes, residents, their parents/carers and lead professionals are regularly asked to complete questionnaires so that we can improve the service the college offers. All college policies and inspection reports are available on our website.

CONCERNS

All concerns should in the first instance be raised with the member of staff concerned or their line manager. Fairfield Farm Trust welcomes feedback and is always looking to find ways to improve its services. We aim to address all concerns informally first.

In the case of a more serious complaint you may wish to express this in writing. A thorough investigation will be carried out and you will be informed within 28 days of the complaint of any actions. For further information about making a complaint please see the college website for a copy of the Complaints Policy.



WORKING WITH RESIDENTS

Leaving school and starting college is the first step towards becoming a young adult. We will:

- Assign you a keyworker to support you to step further into independence and reach your goals.
- Support you to tell your families about things that you are doing at college.
- Support you to help you sort out things that happen at college.
- Have to tell your parents if something serious happens.
- Help you to plan your programme.
- Talk to you about how you are feeling.
- Help you to work safely and take care of yourself.
- Help you to work with other people.
- Help you to plan for life after college.
- Listen to you and help you if you feel unhappy or worried about anything.



WHAT DO I NEED TO BRING?

It is important that you bring things to college that you need to make you feel happy and at home. You will have all the furniture you need and can personalise your room. Our maintenance team can put pictures up for you, and a notice board can be used for posters.

Everything you bring to college must be named so that we can help you find it if you lose it.

Please bring enough warm clothes for outside work in cold weather. Clothing should be easy to care for and be able to be machine washed and tumble dried. Although we support residents to take care of their possessions we cannot take responsibility for items of monetary or sentimental value that get damaged or lost.

Please bring:

WORK CLOTHES (MINIMUM ESSENTIAL)

- Trousers/jeans (x3)
- Shirts/polo shirts/T-shirts (not vest types)(x5)
- Sweatshirts/jumpers (x3)
- Warm waterproof jacket (x1) and Winter Hat (x1)
- Gloves
- Sun hat (summer) (x1)
- Thick socks (pairs x5)
- Steel Toe Capped Safety Boots (pairs x1)
- Steel Toe Capped Wellies (pairs x1)
- Old trainers (pairs x 1)
- Work Experience Clothes
- Black trousers
- Collared shirts/blouses/polo shirts - plain colour
- Black shoes or smart black trainers
- Smart evening clothes and shoes

LEISURE CLOTHES (SUGGESTED LIST)

- Trousers, jeans, skirts, dresses
- Shirts, polo shirts, T-shirts, tops
- Sweatshirts and jumpers
- Shoes and trainers
- Warm jacket/coat
- Lightweight waterproof jacket, hat, gloves
- Pyjamas/night dress
- Vests/bras (if applicable), underwear and socks
- Dressing gown and slippers
- Swimwear including towel
- Wellington boots (non steel toe capped)

TOILETRIES AND PERSONAL ITEMS

- Hand towels (x3)
- Bath (x2)
- Flannel/sponge (x2)
- Toothbrush and toothpaste
- Soap, Shower gel and Shampoo
- Deodorant (not aerosols)
- Comb/brush
- Nail files
- Nail scissors/clippers,
- Sanitary towels (if required)
- Sun cream

OTHER IMPORTANT ITEMS

- Purse/Wallet
- 4 weeks supply of medication (if applicable)
- A duvet and pillows with two sets of covers, two bottom sheets and a mattress protector.
- Rucksack, drinks bottle & lunch box
- Jodhpurs, riding hat, riding boots (Optional)
- Waterproof over trousers (Optional)

WHAT DO I NEED TO BRING?

OTHER THINGS YOU MAY WANT TO BRING

- Your favourite music and films.
- Your games console and games.
- Phone, Tablet (such as an iPad) or laptop.
- Television (please notify the college first) as we need to arrange a subsidised TV Licence.
- Your favourite toys and other activities.
- Pictures and other items to decorate your room.

THINGS YOU ARE ASKED NOT TO BRING

- Valuables
- Pen knives
- Tool kits
- Aerosol sprays
- Candle
- Matches/lighters



We provide young people with opportunities to be successful and make a positive contribution within their community.



info@ffc.ac.uk



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Open Days - Please visit our website to book a tour

Registered Office:

Fairfield Farm College, Dilton Marsh, Westbury, Wiltshire BA13 4DL.

Registered in England: No. 1318397.

Registered as a charity: Registered No. 273924.