

Conditions of residence

1. All aspects of the 12 Step Rehabilitation Programme at Livingstone House are essential to you as a resident if you are to be rehabilitated from drug or alcohol dependency.
2. Real change in your life will be in direct proportion to:
 - a) Your willingness to use every aspect of the programme positively and consistently.
 - b) Your ability to be honest, open minded and willing to be realistic about yourself to your Counsellor, fellow residents and other staff.
 - c) Your willingness to be open and vulnerable in groups.
 - d) Your willingness to share with your keyworker whenever you fail to abide by your contract, including times when you are away from Livingstone House.
3. To protect you, other residents and staff, the following procedures will be adopted.
 - a) On admission to the programme you will be subject to a strip search and all your belongings will be searched.
 - b) All mail (other than for residents in Secondary) must be opened in the presence of staff.
 - c) If it is felt necessary to search your room, this will only happen in your presence.
 - d) You will only be subject to a person search when there is a suspicion that you have addictive substances on your person and with your permission. However, you must understand that if you fail to agree to a person search you may put your position on the programme in jeopardy.
 - e) You **will** be required to give/take a random urine sample and/or a breathalyser **at any time**.
 - f) **Whilst on the premises of Livingstone house, all communal areas will be monitored by CCTV (Except toilets). This is not to invade your privacy but to protect you from any potential risks or hazards and ensure staff can respond in an emergency. CCTV is non audible, therefore sounds will not be recorded. Recording of CCTV is on a looped system which will record over itself, holding content for 12 days. Tampering with CCTV is forbidden.**
4. Conversations relating to the misuse of drugs or alcohol and negative conversations of any description will be unhelpful.
5. It will not be in your best interests to seek a partner whilst you are on the programme at Livingstone House. Livingstone House will encourage residents who are in relationships with partners still using drugs to let these relationships go.
6. Sexual activity of any description is not permitted at Livingstone House.
7. Not all that you will want to watch, read or listen to will be in your best interest and staff may censor them if it becomes necessary.
8. As far as smoking is concerned:
 - a) Smoking is not allowed indoors (which includes vaporisers and smoking in the minibus).
 - b) You must abide by all other House Rules relating to smoking.
 - c) Infringements of smoking rules will be dealt with by consequences or revocation of privileges.
9. You will be expected to live within the Department for Work and Pensions personal allowance for your needs. Shower gel, shaving foam, toothbrush and toothpaste will not be provided.
10. Livingstone House is a not-for-profit organisation and receives no statutory funding. We do claim Housing Benefit. It is an expectation that whatever benefits that you may be in receipt of, the majority of these are contributed to the your upkeep.

11. The amount contributed is dependent upon the amount that you are in receipt of and if you are receiving deductions. A residential allowance of £25 per fortnight will be given back to you. This may be reduced if you are on high deductions.
 - a) If you enter into treatment and occupy a charitable bed (whether you have paid the small admission fee or not) and are due to be paid your DWP benefit(s) in the days after admission, you understand and agree that this will be contributed towards the cost of your treatment. This includes any DWP backdated payment(s) up to the cost of providing three weeks residential treatment. In the event of you taking your own discharge, Livingstone House reserve the right as agreed at your pre admission assessment stage to contribute any DWP allowances which may be deposited in Livingstone House bank account after your discharge towards the cost of your treatment. Once in a treatment bed for a period of time you will be required to complete a LCW50 or UC50 Form, Livingstone house will complete this which will possibly trigger a substantial back pay and an increase in benefits. In signing this form you are agreeing for the sum total to be contributed towards the cost of your treatment.
12. If you have no active benefit claim, Livingstone House will help you make one. The Livingstone House address is a Care Of address. If you leave or have completed treatment, a signed copy of this Conditions of Residence will be sent to the appropriate Department for Work and Pensions office. This signed copy will give authority to Livingstone House to remove your name from this address thus not enabling you to receive payments at Livingstone House.
 - a) Housing Benefit is claimed whilst you are at Livingstone House. On leaving Livingstone House, the Housing Benefit department will be informed of you leaving and that your bed will be held open for four weeks for any intention to return.
13. It is expected that when you are admitted to Livingstone House for treatment that you will be requested to change payment details to the Livingstone House Account and change your address to a Care Of address at Livingstone House. On leaving these details will have to be changed by yourself along with your payments details. **Livingstone House accepts no liability if you do not do this and this will affect any future payments that you are entitled to.**
14. If you decide to Discharge Against Treatment Advice or you are Therapeutically Discharged :
 - a) You cannot return to Livingstone House for any reason without first seeking permission from the Registered Manager.
 - b) If you contact us seeking readmission you will be referred to the Relapse Policy Statement.
 - c) Any personal effects that are left behind may be disposed of after 7 days if you have not made arrangements to collect them.
 - d) If you do not go through the Discharge Against Treatment Advice or Therapeutic Discharge Procedure properly and refuse to pack your belongings, you must understand that Livingstone House will not guarantee to look after them and they will be disposed of after 7 days.
 - e) Medication used for detoxification will not be returned to the resident. Medications for physical illness and/or antidepressants will be returned to the resident to provide them with a supply for 3-7 days dependant on level of risk.
15. Should you be residing in a charitable bed then all DWP back payments paid after your admission will be contributed to your treatment stay regardless of dates covered or if a small admission fee has been paid.

I, confirm that I have read the above Conditions of Residence and agree to be bound by the terms and conditions hereby stated within them. In signing this form, I release Livingstone House and its Staff of any liability should I choose to leave.

Signed: (Resident)

Signed: (Mr Thomas Jones, Manager)

Date: