

Livingstone House ~ House Rules

Expectations and Responsibilities

HOUSE RULES

1. Abstain from all mood altering chemicals.
2. Not to purchase, acquire or attempt to acquire any form of alcohol, other drug or unauthorised medication or substance; and to ensure that it does not take place. Enabling or covering up any such attempt is also subject to discharge.
3. Not to visit pubs, clubs or similar venues that are considered as high risk or compromising situations in early recovery, on any occasion during one's stay at Livingstone House, unless by prior arrangement with the Home Director.
4. The visiting of any Licensed Premises will need to be permitted by Livingstone House staff on each separate occasion.
5. Not to use any form of violence, threat of violence or intimidation (passive or active) to other residents or to members of staff.
6. The forming of sexual or other special relationships during treatment are not permitted.
7. Not to be party to the forming of "cliques" which is detrimental to a supportive atmosphere.
8. Not to take part in gambling of any kind.
9. Livingstone House residents are not to associate with ex-peers without staff permission.
10. Not to smoke in any area of the house except the back garden. Please dispose of cigarette butts in the bin provided.
11. All residents must dress appropriately at all times. Slippers and dressing gowns must not be worn during treatment hours, nor must sleeveless vests or T shirts with inappropriate slogans. For summer, see staff for summer dress code.
12. When attending external meetings (this means all meetings), or other outings, to travel to and from Livingstone House within planned time boundaries, with no diversions and as a group, except by special arrangement with staff.

13. Not to retire to bed before 22.00 hours or after 23.00 hours (Sun – Fri) or after midnight on a Friday, except by special arrangement with staff.
14. No residents are allowed to be up during the night to smoke, to make brews or use the lounge, or be in other resident's bedrooms, etc. If any resident needs to share desperately, permission must be given by staff on duty.
15. Baths or showers to be taken only between the allotted times. All toilets, showers and bathrooms to be vacated during morning cleaning duty.
16. All residents to be fully conversant with the fire instructions and aware of all Fire Exits.
17. For Fire Safety, sign the In/Out book with times.
- 17a. If the fire alarm is heard, everyone must evacuate the building immediately by the shortest route and meet at the Assembly Point.
- 17b. Each person should wait at the Assembly Point for his name to be called out by the Staff Member and follow any instructions given to him/her.
- 17c. No one will return to the building until the Staff Member confirms that it is all right to do so.
- 17d. Everyone is responsible for reading and strictly adhering to the Fire Notices put up around the house.

EXPECTATIONS AND RESPONSIBILITIES

GENERAL

18. All residents to attend **and be on time** for all groups, meals, meetings etc, as outlined in the daily schedule.
19. To participate fully in Group Therapy sessions.
20. Residents to take own responsibility to share, hand in assignments on time, ask for more work, and ask for help and support.
21. Significant Events files to be filled in on the evening. Group Leader write up to be done before lights out. Significant Events must be placed in the Siggies box before bed.
22. Residents to challenge and confront each other as you wish to be confronted yourselves i.e with care and respect.
23. To maintain the confidentiality of fellow residents and not to pass on information to Narcotics Anonymous members or ex residents.

24. No swearing or using insulting language at any time. Swearing is disrespectful to fellow peers, and is a lazy way of expressing yourself (in and out of group). This also applies when in the garden.
25. Residents are not allowed to bring onto the premises any items of literature, which may be perceived by any other person as pornographic or offensive.
26. No doctors, dental, optician or other appointments to be made during group time.
27. Senior residents to go through daily procedure and house rules with new residents.
28. Residents to be in the lounge at 8am weekdays and 9am weekends, appropriately washed dressed and shaved, or be fined and shave anyway.
29. No borrowing or lending of any items between residents. Residents are responsible for catering for their own personal needs and wants
- 29a No cigars, cigarollas to be smoked whilst in Livingstone House. Tobacco products should be limited to rolling tobacco and filter tips.
- 29b Haircuts at Livingstone House should be carried out by a barber/hairdresser on shop days. No cutting of hair to be done by residents. This is not a prison wing. In addition, hair should be a of a reasonable length with no shaved or skinned heads unless with prior agreement of Livingstone House staff.

VISITING

30. Visiting times, unless otherwise arranged by staff will be on designated Saturdays.
31. New residents to have visits by close family members and in Livingstone House only for the first visit. Second visit, other visitors are allowed but residents to stay in the local area and abide by the visiting times. All visits are at Livingstone House staff discretion.
32. All visitors coming into Livingstone House must be with prior arrangement with staff (if visitors are coming from a long distance, see staff for an authority if necessary).

BEDROOMS

34. Residents are not allowed to enter each other's rooms/dormitories **without authorisation from staff.**

35. All residents are responsible for looking after their own personal space. Regular room checks will be done to ensure this is being carried out. The period between 9.00 and 9.30 is to be used for cleaning rooms.
36. Bedding to be washed each week.
37. Staff bedroom to be made up each day.
38. On weekdays (Sunday to Thursday) lights out at 23.00 hours and weekends (Friday to Sunday) 00.30 hours. Different bedtimes apply to those in primary and secondary.
39. No tobacco, food or drink to be taken into bedroom/dormitories (except for glass of water).
40. No napping on weekdays or weekends unless with prior arrangements with staff member on duty. On a Sunday after lunch, people may lie down for a maximum of 40 minutes. This must be done in a phased way so that newcomers and residents in primary are never left alone unaccompanied.

MUSIC & TELEVISION AND GAMES

41. Music can be played in the evening and at weekends when appropriate in the kitchen and the dining room, if the majority of residents agree. However, any music being played is at the discretion of the staff on duty.
42. Music can only be played in own room and lounge as dictated by members of staff. **Music should be listened to at all times on personal HEADPHONES.**
43. Music can be played in the kitchen when preparing meals and wash up, except in the morning, unless Sunday lunch.
44. **Music volume must always be at an acceptable level**
45. Be aware of listening to mood altering music, if it isn't affecting you it could be affecting others around you!
46. Be aware of playing euphoric music in van also. No inappropriate music in the van when escorting Livingstone House residents.
47. No television unless approved by Livingstone House staff. Television is only allowed on after 6pm.
48. When choosing therapeutic/educational films the majority of the residents must be in agreement. Check with staff.
49. Board games etc., can be played after making formal requests to staff on duty.

HOME LEAVE

50. Weekday overnight home leave may be considered after 20 weeks. Formal requests for home leave must be received by Livingstone House staff on each Monday prior to the intended leaving date.
51. A formal plan outlining constructive time management, including meetings to attend (at least 1 meeting per weekend), must be submitted by peers and be realistic around safe options early in recovery. Residents **must** report in to staff on duty by phone each evening (before 21.30 pm).
52. Residents on home leave must depart no earlier than 11.00 am on day of departure and return to Livingstone House no later than 15.00 hours on day due back. Special arrangements may be made with staff if journey is more than 5 hours).
53. Home leave will only be granted after completion of Steps 1, 2 and 3.

TELEPHONE

54. Telephone calls are available to residents after the first 6 weeks of being at Livingstone House. This is dependent on progress.
55. The first telephone call will be monitored.
56. Phone calls will last no more than 10 minutes.
57. Residents are not to make outgoing telephone calls.
59. No outside telephones (Call Boxes) to be used at any time (unless in an emergency).

KITCHEN

60. No hanging around in the kitchen area when not making brews or when not on cooking or wash up TD.
61. Food and freezer temperatures to be taken as per CSCI requirement.
62. Wash and dry own cups.
63. Clear away any mess made around the tea and coffee area and any spills made.
64. Only squash or water may be drunk at meal times. Squash to be diluted in jugs and taken into the dining room before meals.

65. Don't hog the snacks. Supper snacks to consist of one of the following: fruit, crisps, biscuits, toast or sandwiches only. No snacking during the day.
67. Floor to be swept and mopped after each meal.
68. Bins to be emptied regularly.
69. Microwave to be cleaned regularly.
70. Lights to be turned off when kitchen not in use.
71. No take away food to be purchased or consumed while in treatment, unless by prior arrangement with Livingstone House staff.

LOUNGE

72. All residents to tidy up own mess.
73. No feet up on the chairs and tables or sprawling over the furniture.
74. Lights, electrical equipment and fire to be turned off when lounge not in use.
75. Files, books and paperwork to be put away and not left lying around looking messy, and to be kept in residents lockers.
76. Change of objectives and resident board to be kept updated.

DINING ROOM

77. All meals to last at least 20 minutes.
78. Thoughts and feelings **must** take place after each meal.
79. No one to leave dining room without good reason during meal times. Beakers and squash to be brought into the dining room before meals. Floor to be swept and mopped if necessary.

LAUNDRY

80. Each resident is assigned one day of the week on a rota basis for personal washing.
81. Last wash, or drying, of the day to begin no later than 16.00 hours.

CHURCH ATTENDANCE

It is important for all residents to experience Church for themselves. We believe that the Church offers a unique opportunity to enjoy, support and care both during and after the programme.

- 82. Residents will have to attend Church on a Sunday.
- 83. Behaviour, dress and attitude in Church, should be of a high standard out of respect for other people attending.

NA/AA MEETING ATTENDANCE

- 84. NA/AA meetings in treatment are a privilege and not an entitlement. H and I Alcoholics Anonymous attend on a Thursday
- 85. At meetings all residents should arrive together, sit together and leave together. Residents should not be unaccompanied in breaks and engaging in intimate conversations with members, especially newcomers.
- 86. No hugging, lending of money or tobacco or passing of telephone numbers. Covering up of this activity may lead to discharge.

Relapse Statement

Livingstone House works from an abstinence based philosophy in order that each person may reach a clearer understanding of their substance abuse problems or addiction. On entry, each person is made aware that abstinence is a requirement for the duration of attendance and they are asked to sign a contract to that effect.

Each individual in the programme is considered vulnerable, and Livingstone House accepts its responsibility to maintain as safe an environment as possible to support all residents in its care. This, together with our commitment to facilitate personal responsibility for choices and actions, makes it essential that we reserve the right to ask any resident in our treatment programme to leave if they have chosen to use any substances.

These individuals are offered advice on appropriate alternative support services, and will be eligible for re-assessment without prejudice, for admission to treatment after a period of no less than twenty eight days.

*The breaking of rules 1 and 2 **will** result in immediate discharge. Breaking of rules 3 – 7 **may** result in discharge. Breaking of any of the remaining rules by the house in general **will** result in a T.V, Music and games ban **and/or** individuals may receive **three (3) warnings and will then be therapeutically discharged.***

I have read and understand the above Rules, Responsibilities and Expectations and agree to abide by them.

Signed : **(Resident)**

Signed : **(Staff Member)**

Date :