



Corrected on January 1, 2017

## House rules at Bakkegården

### Background

The house rules at Bakkegården are intended as guidelines for what is expected and acceptable when many people are living and working under the same roof. The house rules are internal rules, which ensure good and stable conditions at Bakkegården. The house rules also help to ensure that Bakkegården is able to handle those tasks and functions for which Bakkegården have been approved.

Young people at Bakkegården are placed on different terms and conditions. There are e.g. different conditions and rules, which apply to young people over 18 years of age than to young people under 18. It is a different situation whether the young person is in a secure ward or whether he/she is in an open ward, which judge and grounds of judgment each one has received and the legal basis for placement each one is placed under.

This means that there will be different rules, which apply to the young people at Bakkegården. But there exist some general and communal house rules to both the secure wards as well as to the open wards. In addition, there may be house rules that alone apply to a single ward or dwelling/room/room facility space.

The house rules are divided as follows:

1. Communal rules that apply to all at Bakkegården
2. Rules that particularly apply to secure wards
3. Rules that particularly apply to Skelbækgård
4. Rules that particularly apply to Birkehuset
5. Rules that particularly apply to School/workshops

Subsequent to the house rules being approved, they will be reworded so that they target young people. The rules are handed out and presented with the young people. The young people receive the house rules upon their arrival.

This document is reviewed at all staff meetings after its approval.

House rules are accessible on the intranet. Proposals for changes must be discussed in the management team. Amendments appear in the edition on the intranet and are announced in info-mail.

It is an aspect of the pedagogical task that young people respect the house rules.

These rules substitute all previous rules, hereunder

- Welcome leaflet to the young people – guidelines to the young people
- Guidelines Elmehuset
- Information about visits

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## **1. House rules that apply to all wards/dwellings/rooms at Bakkegården**

### Social conduct and tone

It is expected that we speak to each other in a respectful and polite manner.

It is expected that the young people (who have joined the meal programme) participate in communal eating at the fixed hour. Eating takes place at the dining table. A well-set table is prepared for all meals and it is expected that everyone participates in getting the table ready and clean up according to capacity and resources.

It is a task in common to take care of buildings and inventory at Bakkegården. Deliberate and premeditated destruction is subject to claims.

Threats of violence are not accepted and face being reported to police.

### Staying in communal areas

Anyone who uses communal rooms (e.g. communal living rooms and other spaces) must tidy up after him/herself.

It is expected that the young people will at least once a week participate in cleaning up the communal areas and assist in preparing meals (if the young person has joined the meal programme).

### Own dwelling/room

The bed must be made on a daily basis, airing out, empty of ashtrays and removal of leftovers and cutlery. The young people perform this duty themselves or participate according to capacity and resources.

At least once a week the young person's dwelling/room must be cleaned up. The young person participates in the cleaning according to capacity and resources. The cleaning consists of tidying up, vacuuming, dusting, changing sheets, laundry, cleaning the shower and toilet facilities.

Staff may enter a dwelling/room whenever they need to perform necessary tasks. The young person is encouraged to work with staff to ensure the task is done correctly. Lights left on, cigarettes left burning, leftovers, TV sets not switched off, etc.

### Staying in office areas and available dwelling/rooms

The offices are staff only area so the young people are not allowed to stay in offices, unless in exceptional circumstances, and it must always be together with and in supervision of a staff member.

Young people are not allowed to enter available dwelling/rooms.

### Youth meetings

Youth meetings are held every two weeks.

Young people not able to engage in the social community aspect of a youth meeting event are offered individual meetings every two weeks. The purpose of youth meetings is to have young people express their



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wishes, proposals, ideas and criticism and to give them experience in using democratic processes. Their topics, for which they will receive feedback, are discussed at P-meetings/management team meetings.

### Daily rhythm

Bakkegården intend to provide the young people with

- 8 hours of work/teaching/occupation (during the day)
- 8 hours of free time (afternoon and evening)
- 8 hours of sleep (night time)

Structure of the daily rhythm at Bakkegården:

#### **Morning**

- The young people get up or are woken up at 8am.
- Breakfast

#### **Before noon**

- School, teaching, occupation, education in life skills or other planned activities
- Lunch

#### **Afternoon**

- School, teaching, occupation, education in life skills or other planned activities

#### **Evening**

- Dinner
- Leisure activities

At 10.30pm everyone must be quiet and the young people must be in their own dwelling/room alone.

It is expected that the young people participate on a daily basis in job functions, school and teaching during the daytime. If teaching/occupation is planned and the young person is not participating, then other activities or staff resources cannot be expected.

### Food

A variety of food is served and alternative dishes are available.

Special wishes/needs for reasons such as religion, allergy, etc. must be informed to staff.

### Smoking

Communal areas are non-smoking areas.

The young people are allowed to smoke in their own dwelling/room and outside.

Visitors are not allowed to smoke on the grounds of Bakkegården.

### Visits

Visits must be agreed with staff and can only take place during day and evening hours (special rules may apply to some).

Visits must take place outside the usual time of teaching and occupation.



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Guests staying in communal areas must be agreed with staff and, out of consideration to other young people, it is not always a viable option.

#### Symbols:

It is not permitted to make or carry objects or clothes that are group or gang related or that have similar symbolism.

It is not permitted to fabricate, carry or store any objects intended as or which may potentially be used as a weapon.

## **2. Particularly concerning the secure wards**

In addition to the communal rules, the following special rules apply to the secure wards:

#### Learning life skills

Young people are in the ward one day a week for the purpose of learning life skills. The young person participates in the following on life skill education day:

- Clearing the table after breakfast, filling and emptying the dishwasher. Wiping the table.
- Cleaning up own dwelling/room as set out in the communal rules
  - At least once a week the young person's dwelling/rooms or dwelling/room must be cleaned. The young person participates in the cleaning according to capacity and resources. The cleaning consists of tidying up, vacuuming, dusting, changing sheets, laundry, cleaning the shower and toilet facilities.
- Participating in cooking. Setting the table for lunch, clearing the table, filling and emptying the dishwasher. Wiping the table.
- Vacuuming the area
- Sweeping outside
- Helping to prepare dinner. Setting the table for dinner, clearing the table, filling and emptying the dishwasher. Wiping the table.

#### Mobile phones

The young people are not allowed to have mobile phones, Internet connection, or any other means of communication that can establish contact outside the secure area. Staff members are not allowed to bring private mobile phones, etc. to the secure wards, to the school or to the workshops. The reason for this is that there are young people formally placed into custody at Bakkegården and subject to checks of their correspondence and visits.

The young people in the secure wards are not allowed to go on the intranet, etc. If, for instance, the young person as part of the teaching needs to look at something on the Internet, etc., a staff member must do the typing, and the young person is not allowed to perform any actions that may lead to contact outside the secure area.



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### Telephone time

Calls can be made (with possible limitations set by any individual young person's checked correspondence and visits) weekdays between 7pm and 10pm and weekends/public holidays from 9am to 10pm, unless circumstances on the day dictate otherwise.

In total, each young person has no more than 40 minutes of telephone time a day. This is for the sake of coordinating and staff resources.

### Access to the office in the secure wards

Access can only take place when the young person's telephone conversation is being supervised.

### Money

The young people in the secure wards have no cash. Any cash you bring here is kept safe, and a receipt is issued for cash and for other items handed in.

The young people receive pocket money and money to spend on clothes as per applicable rates. Bakkegården keep the money safe, and the young person will receive a weekly statement of income and expenses. Money to spend on clothes can only be used for the purchase of clothes during the stay at Bakkegården.

Additionally, the young person receives reward money for occupation, teaching and education in life skills. Reward money is only paid for activities performed according to the weekly schedule (this includes in case of illness or cancellations made by Bakkegården).

The young person must pay him/herself for personal hygiene products. Deducting money for compensation may take place in the circumstance of deliberately destroyed fixtures, fittings or inventory at Bakkegården.

The young person can order groceries. Monday and Thursday are shopping days.

### Smoking

The young people are allowed to smoke in their own room, but only when they are alone in the room. In addition, the communal rules apply:

Communal areas are non-smoking areas.

The young people are allowed to smoke in their own room and outside.

Visitors are not allowed to smoke on the grounds of Bakkegården.

Violation of smoking policies could lead to further restrictions on smoking in the secure wards.

### Own room

If there is a group of young people in a room, the door must remain open.

Young people are not allowed to stay in the rooms of other young people, unless the young person who lives there is present.

### Locked door at night

The door to the young people's room is locked at 10.30pm and opened at 8am the next morning. The young person may call the night watch by pressing the button in the room adjacent to the door. The button is for emergency use only. The young person is contacted verbally for clarification through the locked door, as it will often mean to send for the person on call, if the door needs to be opened.



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Before 10.15pm, the young people are allowed to bring into the room something to eat and drink during the night. The night watch does not usually provide food or drink at night. You can use the tap in the room. If the young person wishes to watch a film, the choice of film must be made before bedtime.

#### Photographing:

During the stay at Bakkegården the young people are not allowed to take photos of other young people in the secure wards. Staff will take a photo of the young people, which is used exclusively at the residence and perhaps for the daily plans.

#### Security

Objects, which can be used as weapons, etc., are kept safe for security reasons. Deodorants, for instance, and shavers are kept safe, but handed over for possible supervised usage, and must be returned after use.

Security shoes must be stored in the closet outside the ward after use.

#### Safekeeping of possessions

Possessions not allowed in wards or rooms for security reasons or as part of the compliance with house rules are kept safe by the secure ward, given a registration, and returned upon discharge. Illegal objects will be handed over to the police.

#### Checks of letters and packages

If the police/court have decided that the young person has checking of correspondence and visits, the young person is not allowed to receive or send letters without the police checking them first. This does not apply, however, in case the letter is to or from your lawyer or certain other authorities.

#### Visits

If the police/the court has decided that the young person has checking of correspondence and visits, the young person is not allowed to receive visits by other people than those approved by the police.

The police can decide that a visit must be supervised. This means that police or a staff member will be present during the visit to oversee whether the case is discussed. The visit will be terminated immediately, if the case is discussed.

In consideration of the planning and coordinating you must no later than

- 1 day before you plan for a visit by your parents or other next of kin ask if it is possible.
- 2 days before you plan for a friend's visit ask if it is possible. Reasons why visits are not possible at the desired time are staff resources, lacking space/facilities, consideration of other activities, etc.

The young person must inform whom they would like to receive a visit from.

Usually it is only possible to receive a visit from one person at a time, but there are exemptions in the case of family and siblings.

When the visitor/visitors arrive/s, a visiting permit must be filled out and handed in with a name and CPR number on it, and the visitor/visitors must also present a photo ID before the visit begins.



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In case a visitor is under 18 years of age, a written permission/accept from the parents must be presented. If not, the young person is not allowed to enter the ward.  
Young people under 15 years of age are only allowed to visit accompanied by a custodial parent.

Visiting hours in the secure wards are usually:  
Monday to Friday after 4pm and the visit must end before 9pm.  
Weekends/public holidays between Noon and 9pm.  
Visits can last up to 2 hours.

Visits supervised by staff at Bakkegården can last up to an hour and a half and must begin after 4pm in consideration of schooling and occupation in workshops.

### **3. Particularly concerning Skelbækgård**

Existing house rules apply until they are revised in the near future.

### **4. Particularly concerning Birkehuset**

Existing house rules apply until they are revised in the near future.

### **5. School and workshops**

See the rules for the secure wards.