

## Alleyne House Referral Form

The information disclosed on this form is for the sole purpose of being referred into Alleyne House, it will be used to ascertain the suitability of candidates to be selected for the accommodation on offer and will remain confidential to this purpose, all referrals will be assessed by a multi-disciplinary panel and all paperwork will be kept in accordance to Trinity's data protection and GDPR policy.

Name:

Contact Number:

D.O.B

Supporting Agency:

Agency Contact Name:

Agency Contact Email:

Agency Contact Number:

Local Connection Established as Winchester: Yes  No

If the answer is no this will exclude the client from this accommodation.

Is the client without accommodation? (Only Clients without current accommodation can be considered) Yes  No

Last known address:

Any known areas of concern:

Rent Arrears:

Anti-Social Behaviour:

Please give details below

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**G.P Practice Name and Address:**

**Any Health Conditions and Current Medication:**

**Offending History:**

Offence	Date	Details of time served and where	Contact detail of offender manager

Please be advised that the criteria that will be accepted by the selection panel is low risk and non-prolific offences, please do not refer if these criteria are not met.

Alleyne house is an alcohol and substance use free zone, we will not be able to accept those with a current addiction or a recent history, we will consider those that are in recovery, please give details below addiction history:

**Past Substance Use:**

**Past Alcohol Use:**

**Any supporting agencies that may be currently helping:**

**Contact Name and email:**

**Support Needs: Please detail below areas of support that needed:**

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I as the person being referred agree to that this information is correct and agree to this referral being presented at the panel and kept by Trinity Winchester in a confidential and appropriate manner.

Signed:

Date:

Printed:

Please return to: [hannah@trinitywinchester.org.uk](mailto:hannah@trinitywinchester.org.uk)

### Agreed Mutual Respect Policy

#### Alleyne House Good Neighbour Statement:

At Alleyne House we will be seeking to establish and maintain excellent neighbourhood relationships, the criteria for entering the accommodation is set to reflect the need to lessen any impact on our neighbours and to encourage integration into good community living. All residents will need to agree to the expected standard of living before a tenancy will be offered.

#### Accommodation:

All rooms will be offered with the provision of a bed, white goods and a good standard décor, it is our expectation that all residents maintain the standard of the accommodation and return it to Trinity as they found it.

Whilst the accommodation is yours there is an expectation that it remains clean, tidy and in a good state of repair. Any damage will need to be reported to the on-site office staff and necessary repairs will be organised, however if the damage appears intentional there may be a cost incurred by yourself.

Access will need to be permitted to carry out any routine health and safety inspections.

Accommodation will be offered for a 6-12-month period and there will be an expectation to relocate to long term accommodation, support will be offered to secure such accommodation.

The purpose of the accommodation is to offer a secure and stable home for a short time with an emphasis to progress to long term and independent accommodation.

#### Smoking:

Smoking is not permitted in any room or internal part of the building, there will be a designated smoking area outside. Due to the shared nature of the building smoke alarms are fitted throughout and would not allow for the premises to permit smoking.

#### Guests:

The units are designed for individual residents only and do not allow for guests. As a courtesy to all other residents and for your safety this will be agreed at the tenancy sign up and there will be no exceptions.

#### Noise Levels:

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As part of our good neighbourhood scheme and to be respectful of all residents noise must be kept to a level that is acceptable such as not after 10pm and not before 7am, any music, T.V or other such device must not be able to be heard outside of your own flat.

This will be the same for any noise in the garden, there is an expectation that our neighbours will not be impacted by any resident, staff member or volunteer of Alleyne house, therefore noise must be kept to a minimum.

### **Substance Use and Alcohol:**

Whilst we understand that there may be residents who have a history of substance abuse it is our expectation that substances will not be consumed on the premises both inside and within the vicinity of Alleyne House. Any suspicions will be addressed within the one to one support sessions and any illegal activity will be logged and reported to the police.

Drug dealing within or the surrounding area of Alleyne House will not be tolerated and could lead to the subsequent termination of your tenancy.

If you find yourself to be struggling or to have relapsed, we would urge you to seek help and support from staff who will be able to assist you in accessing appropriate support.

### **Our Surrounding Area:**

Alleyne House is situated in the heart of a family neighbourhood, it is therefore our intention that we are seen as an active and respected part of that community with an emphasis on positive community engagement, we will be seeking to hold regular coffee mornings with our neighbours to establish good relationships and open communication, we would encourage all of our residents to be a part of this and to take seriously the importance of living next door to each other well.

### **Violence, Aggression and Intimidation:**

There will be a zero tolerance on any violent behaviour towards fellow residents or staff, this will result in police action being taken and if necessary, the tenancy being terminated. Aggressive or intimidating behaviour directed at residents or staff will be dealt with by way of warning followed by terminating the tenancy if the behaviour does not cease.

**It is our wish that at Alleyne House we are good neighbours who show respect to all residents and surrounding neighbours, who take pride in their accommodation and actively seek to be good and welcome neighbours within the area, anything less than this will not be tolerated.**

**No offer of accommodation will be given without agreement to adhere to the guidance above, if you wish to proceed with this referral for Alleyne House please sign below to show that you agree to the standard of living expected at Alleyne House.**

**Sign:**

**Print:**

**Date:**