# **Acceptable Behaviour Agreement**

This agreement is made on the date between Welsh Government and [insert name of local authority],

and:

Name:

Address:

and is supported by staff at [insert name of Welcome Centre or initial accommodation]

**As part of the agreement:**

We will ensure that you have the opportunity to discuss any concerns you have. You will be able to have private discussions with a senior member of staff at a mutually convenient time.

I agree that I will not act in a manner that causes harassment, alarm or distress to staff or residents.

If you continue to breach the Code or Agreement, we may take further action against you.

**The Agreement:**

I, [name of individual] agree the following in respect of my future conduct:

* I will be respectful and considerate to others, including staff and residents.
* I will not use any sexual language or behaviour towards other residents or towards staff. I understand that sexual harassment and abuse are criminal offences and are never acceptable.
* I will speak kindly to other residents and staff, without aggression or a raised voice but with respect and consideration.
* I will ensure the children that I am responsible for are supervised at all times.
* I will not use physical punishment on children, including smacking, hitting slapping and shaking. I understand that, in Wales, all types of physical punishment are illegal.
* If consuming alcohol on site, I will drink responsibly. I will ensure my behaviour is not disruptive or upsetting to other residents or staff.
* I will not consume any illegal substances on site. If I am found with illegal substances the police will be informed. I may be arrested.
* I will not bring firearms, offensive weapons or fireworks of any kind on site. Firearms, offensive weapons or fireworks of any kind are not permitted on site.
* I will be considerate of other people’s personal space. I will respect people's personal boundaries even if their boundaries are different to my own. I will always obtain consent before I touch another person.
* I will keep noise to a minimum, that does not disturb others, particularly between the hours of 23.00 and 8.00.
* If my accommodation has families with children, I will behave in a way that is considerate to the children and the parents/guardians/carers.
* I will not smoke inside the accommodation or use e-cigarettes/vapes.
* I will use designated areas to smoke tobacco, or I will smoke off-site.
* I will ensure that cigarettes are extinguished and e-cigarettes/vapes are disposed of properly (as advised on packaging). If rechargeable, I will ensure it is charging in a safe place.
* I will keep communal areas clean and tidy and keep my personal belongings in my room.
* I understand that I am responsible for my personal belongings and that liability will not be accepted for loss or damage to personal property.
* I will follow the accommodation’s rules on fire safety and will not cover smoke detectors.
* I will ensure that I know where my emergency fire assembly point is.
* I will not cook food in my room or use kitchen appliances that have not been provided by the accommodation provider in my room.
* I will not cause damage to the accommodation site or leave unreasonable mess in any rooms
* I will not cause damage to anyone else’s property or room.
* I will be responsible for damage, mess or injury caused by children or pets in my care.
* I will report any maintenance or health and safety issues to staff on site.
* I will not attempt to fix anything myself in my room or on site.
* I will dispose of waste properly.
* I will not allow unauthorised visitors to live in my room. I will be responsible for damage, mess or injury caused by unauthorised visitors. I understand that I am responsible for the behaviour of my visitors and may be asked to leave me accommodation if their behaviour causes disruption or upset to other residents.
* I will inform staff if I am staying away from the accommodation overnight.
* If I leave the accommodation for more than 2 weeks without agreement from the local authority, I am aware that I will not be able to return to my accommodation. If the absence will be for more than 2 weeks, permission needs to be sought from the local authority before making travel arrangements. Permission is only likely to be given in exceptional circumstances. Normally, a maximum of 4 weeks away will be permitted during my stay in initial accommodation. Additional short absences may be permitted if I have compelling reasons for absence.
* I will engage with my local authority to find suitable longer-term accommodation, and in doing so:
  + be honest about my housing needs
  + be honest about my financial situation
  + provide information as requested, such as bank statements and other documents.
* I will attend regular meetings with local authority case workers to enable them to undertake housing needs assessments and affordability assessments with me and discuss my accommodation options.
* I will attend property viewings that are arranged for me.
* I will pay the Move on administration charge if I refuse 2 or more reasonable offers of suitable accommodation. More information about the charge can be found [here](https://sanctuary.gov.wales/super/refusals). If I refuse to pay the charge, I may be required to leave my accommodation.

**Breach**

I understand that the Welsh Government will consider removing me from the accommodation provided. Welsh Government may withdraw the offer of any accommodation under the Super Sponsor scheme.

If I cause damage or mess which require repair or cleaning, I will be required to pay towards the costs. I will also be expected to pay if it is caused by children or pets in your care.

This agreement will be monitored until I leave accommodation provided by Welsh Government.

**Declaration**

I understand the meaning of this agreement and the consequences of breach of the agreement have been explained to me.

I confirm that I understand breaching this agreement may lead to the involvement of the police.

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| --- | --- |
| **Resident** |  |
| **Signature** |  |
| **Date** |  |