



Children's pocket money and weekly allowances (BREAKAWAY)

Each child resident at Breakaway is to have a separate finance book and cash tin to record their weekly allowances which is kept locked in the shift leader's drawer. This allowance depends on the age of the child. Any spending must be recorded in relevant section as per guidelines of the petty cash (sheet placed in front of the finance book). The sections for the weekly allowance include pocket money, Personal allowance and activity money. All spending must have a folio number and receipt with 2 staff signature and child's signature if possible.

A soft copy (excel sheet) for the resident children have been created to monitor their spending and this is uploaded onto ICS once the child leaves the service.

For children who access respite at Breakaway, They will be discouraged from bringing any money on their person however, if it is to happen, on each stay, any money brought in is to be recorded under the transaction 'cash from child' and handed back to the child or parent/ carer when he/ she leaves.

Keep each child's pocket money separate if they have not brought it in a purse/wallet put it in an envelope and write the child's name on it.

Receipts are to be kept for all transactions.

The total balance in cash is also to be recorded at each transaction.

Every time a transaction is made, there must be two signatures.

Wherever possible, children should be encouraged to sign for their own transactions.

At the end of each stay, any of the child money not spent, must be handed back to child or their parent/ carer with their signature confirming the receipt of money. This must also be recorded under the transaction 'withdrawn – home'.

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