



Breakaway

Staffing ratios policy

Policy Owner:	Ranbir Sidhu (Registered Manager)
Version:	1:3
Date:	April 2024
Review Date:	April 2025

Policy Summary:

Regulations 1, 2, 4, 5, 6, 7, 8 of The Children's Homes Regulations 2015 including the Quality Standards



A hands-on approach to help children in Slough be
..... Safe, Secure and Successful

Policy Aim

To safeguard children and promote their welfare and development.

Procedures

All staff must work together to ensure the safety of the children. All children are to have an allocated member of staff as indicated at the handover and on the shift planner. During the shift a member of staff may be required be responsible for another child in addition to the one allocated to them at handover. The reasons for this could be if another staff member needed to have a break, answer the telephone/door, get drinks/snacks, take on medication duties or to complete a task they are responsible for.

This must be for a short period only and only when both worker's feel that it is a safe, supported environment which still enables them to call for assistance if needed.

All staff are to be permanent and fully trained Breakaway staff. Any additional shifts to be covered by agency staff.

Other staff in the unit, although maybe working one to one with a child, will still have a responsibility of ensuring the safety of all the children.

If staff feel that a shift is unsafe due to the dynamics and behaviours being displayed by a child they would need to raise their concerns with the shift leader who would, in discussion with the rest of the staff on shift, need to decide if it is necessary to call an extra staff member to work on the shift. **This must be pre-agreed by management.**

The reasons for calling additional staff must be clearly written up at the end of the shift and any staff who were part of making that decision to sign.

Staff are to make sure that any activities away from the unit are planned in advance and the plans are as detailed as possible making sure there are adequate staff working for that particular group of children to access the activity planned.

Consider the location, transport, weather, medications needed to be taken, changing areas, dining areas, children's dislikes and what stimulation or enjoyment children will get from the outing. If there are not enough staff rota'd on duty for everyone to feel safe doing that particular activity then the activity needs to be changed to be more in line with the children present, or staff are to discuss with management the need for an extra staff member to be added to the rota.

During the night the children are no longer cared for on a one to one basis. If a child gets up during the night they must always be encouraged to go back to bed. Repeatedly if necessary or the waking night staff person may even have to sit outside the child's bedroom. If the waking night staff person has more than one child up that refuses to go back to bed then they will need to call the sleeping in person up to sit with the child while the waking night person does the checks.

If the waking night person and the sleeping in person are both up and a child is showing aggressive behaviour and other children are in danger then they will need to call the morning staff to ask them to come in early or failing this they would need to call staff that are named on the Business Continuity Procedure.