



Breakaway

Staffing ratios policy

Policy Owner:	Ranbir Sidhu (Registered Manager)
Version:	1:4
Date:	June 2025
Review Date:	June 2026

Policy Summary:

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

Policy Aim

To safeguard children and promote their welfare and development.

Procedures

All staff at Breakaway must work collaboratively to ensure the safety and wellbeing of the children. Each child is assigned an allocated staff member at the start of each shift, as outlined in the handover and shift planner. At times, a staff member may temporarily take responsibility for another child—such as when a colleague is on a break, managing medication, answering the door or phone, or completing a task. This should only be for a short period and in a safe, supported environment where assistance is still accessible if needed.

All staff must be permanent and fully trained Breakaway employees, with any staffing shortfalls covered by approved agency staff. While staff may be working one-to-one with a specific child, they also share responsibility for the safety of all children in the setting. If at any point a staff member believes the shift is unsafe due to a child's behaviours or group dynamics, they must raise this with the shift leader. The team will then assess whether additional staffing is required. Any decision to call in extra staff must be agreed upon by management and clearly documented at the end of the shift, with signatures from those involved in the decision.

Activities away from the unit must be planned in advance, considering staffing levels, the children attending, location, transport, medication, weather, personal care needs, dining arrangements, and the activity's suitability. If there are not enough staff to safely support a planned outing, the activity should be adjusted or management consulted to explore adding an extra staff member.

Overnight, one-to-one care is no longer in place. If a child wakes up, staff must consistently encourage them to return to bed, even if it requires sitting outside their door. If multiple children are awake and require support, the waking night staff must call the sleeping-in staff for assistance. In situations where both are up and a child becomes aggressive or poses a danger to others, early-morning staff should be called in, or the emergency contacts listed in the Business Continuity Procedure should be used.