**West Sussex – Practice Guidance**

IROs are qualified social workers with at least five years’ experience, and who have acquired the right skills to carry out this role.

**Staffing Levels, Rotas and Handovers (Orchard House)**

**Staffing levels**

* Staffing levels are dictated by the needs of the children in the home on each shift and are worked out on a variety of factors:
* The environment where the child will be (in the home or local community)
* The child’s individual assessed needs and skills
* The group of children they will be with and their needs (as necessary)
* The activity that is planned
* The time and day of the activity
* For this reason, it is difficult to confirm staffing levels at any given time within the home. However, a basic rule that is applied is that there will be sufficient numbers of staff to support the number of children in the home plus some additional staffing capacity and management cover.
* Each shift will be risk assessed according to the known needs of the children who will be present and the level of staffing assigned will reflect this.
* There may be times when additional staffing is required at short notice, and managers will identify the most effective route to addressing any staffing shortages. This may be through offering Time Off In Lieu (TOIL) /overtime to current staff, or requesting support from temporary, casual or agency staff if all other avenues are exhausted.
* Staff are expected to review the rota and planned staffing levels for individual shifts and raise any issues they foresee with a Manager.
* Staffing levels will always take into account the need for each shift to have a trained first aider, a designated Fire Officer, someone trained to administer medication, someone who can drive and any other specific needs of the children.

**Rotas**

* There are individual rotas for each of the units based at Orchard House (Arundel, Bramber and The Lodge) and where possible, staff will be assigned duties within a unit where they are familiar with the needs of the children.
* The rota covers a 4 week repeating pattern which enables staff and the home to plan ahead. Rota’s are displayed minimum of a month in advance.
* If there are any changes needed to the rota, staff will be given 7 days’ notice where possible.
* All staff, including the management team, will work 4 of the possible 8 weekend days within the 4 week period. Part time staff work weekend days pro rata.
* Every shift will be led by a designated Duty Officer who oversees the day to day running of the home across all 3 units and outreach services.

They have lead responsibility for logging all activities, visitors and contacts in the Log Book and ensuring all records and activities are completed to a high standard.

**Handovers**

* Handovers are regular meetings that take place throughout the day where all staff on shift come together to find out what has happened on the previous shift and to share any information as needed.
* Handovers take place in each of the three units at the following times:
* 07:00 - all early shift staff and night shift lead
* 0715 - all night shift staff and early Duty Officer
* 14:00 - morning Duty Officer and late Duty Officer
* 14:30 - all staff
* 21:45 - all staff
* Handovers are led by the outgoing Duty Officer and will include information on the following areas, as needed:
* Any incidents / concerns
* Any planned events (visits, meetings)
* Run through of children and any key developments
* Staffing levels
* Finance issues (petty cash)
* Changes in support plan / medication / safety plan
* Premises issues – repairs
* Household tasks from night shift
* Any rewards or sanctions in place

**Links to related documents:**

Sleep-ins and Night Security (Orchard House)

Daily Routines and House Rules (Orchard House)

On Call Arrangements