**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 (Teasel Close)**

**Staffing levels**

* Teasel Close have three people working on each shift where at all possible.
* Staffing levels are increased based on the individual needs of the children on a shift to shift basis.
* 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 the person responsible for completing the rota.
* 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.
* Staff must not make any changes to the master copy of the rota and all changes must be approved by the management team. Only the designated manager with responsibility for the rota is permitted to make changes.

**Rotas**

* The rota covers a 4 week repeating pattern which enables staff and the home to plan ahead. Rota’s are displayed at least a month in advance.
* If there are any changes needed to the rota, staff will be given 7 days’ notice where possible.
* All direct support staff will work 4 of the possible 8 weekend days within the 4 week period.
* Every shift will be led by a designated shift leader who oversees the day to day running of the home. They have lead responsibility for making sure all records and logs are completed.

**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 at the following times:
* 07:30
* 14:00
* 21:45
* Handovers are led by the outgoing shift leader and will include information on the following areas, as needed:
* Any incidents / concerns/ unauthorised absences
* Any planned events (visits, meetings)
* Run through of children and any key developments
* Staffing levels
* Changes in support plan / medication / safety plan
* Premises issues – repairs
* Any rewards or sanctions in place
* Finance and medication checks
* Handovers will be attended by all staff on shift, including sleep-in staff on the Night care handover.

**Links to related documents:**

Sleeping–In and Night time security (Teasel Close)

Daily Routines and House Rules (Teasel Close)

On Call Arrangements