



Policy on Staff Numbers

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Spectrum Days Charity Number: 115 1711 Company Address: Spectrum Days Old Coach Road
Droitwich Spa Worcestershire WR9 8BB Tel: 01905 773725 emailspectrumdayscic@gmail.com
website: www.spectrumdays.co.uk

It is the policy of the centre to ensure that there are always sufficient staff to give the members the care and attention which they need. For this reason we follow the following principles:

1. The number of permanent staff is always in excess of requirements. In particular the Service Manager is always supernumerary and can be called on to take over a position in the event of staff absence.
2. The centre has a standby list of people who can be called on to fill in if necessary in the event of staff absence. The people on the standby list are all police checked and may already work at Spectrum Days (Days) on a part time basis.
3. For activities that require one to one staffing levels, volunteers are invited to support the centre staff. Volunteers supplement staffing levels for trips out and activities that require higher levels of staffing
4. A key member of staff is on site during operational hours.

VOLUNTEERS

1. Must undergo a Disclosure and Barring Service (DBS) before working with members.
2. Are covered by the insurance by the centres insurance policy.
3. Should be able to assist in a range of activities following appropriate induction, and under the guidance and supervision of the staff with whom they are working.
4. Should not be involved in any toileting, unless:
 - a) They are very familiar with, and to, the members, e.g. a regular member of the supply staff or a retired member of the staff.
 - b) A parent and then they should only be involved in the toileting of their own son/daughter.

STUDENT PLACEMENTS

We try to respond positively to requests for student placements. We tend not to take younger students whom we feel may find the issue of disability difficult to cope with. There are exceptions, for example, students from other special centres on work experience and additionally we may accommodate siblings who have experience of the field of disability.

Liaison between colleges and centres re: placements is carried out by the Service Supervisor.

1. No student should be involved in Bathroom Management duties or Dressing/Undressing tasks.
2. Students must be shown the correct techniques for the physical management, handling, and daily care routines of the members before they can be allowed to help with these tasks.
3. Students should be appropriately supervised when working with members.
4. Students who request specific information on members for a particular assignment should be directed to the Management. Additionally, if students wish to take photographs of members staff should refer to the Photograph Consent Forms signed by parents in the members' files.
5. In the event of any student being totally unsuited to the placement the Service Manager should be informed so that appropriate action can be taken.