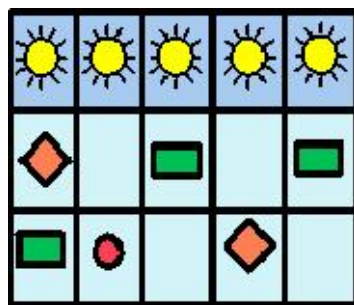

Accessible

Rota Management

Policy



August 2009

This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar with the full policy document.

The complete policy statement can be found within the Rota Management Policy document available from the Admin Team at the Consortium Office.

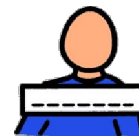
This policy is about how Consortium managers will organise which staff work and when they work with the people we support.

Managers have to make sure that we have enough staff to work with people for all the different things they want to do in their life.

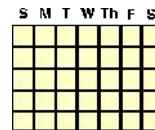
This is known as rota management.

A rota is simply a system to show the:

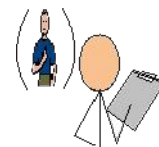
Staff names



The date and time that staff will start and finish each shift



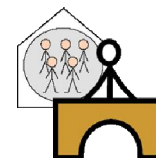
The amount of staff and how much they will work with a person, is decided by the person's Care Manager.



We then get money from the local authority to pay the staff. We only get enough money for what is agreed, so managers have to be careful and make sure that there are not too many staff working at any one time.



It is the job of Team Co-ordinators to check that managers are not letting too many staff work.



If somebody wants more staff than we get paid for then they may be asked to pay for the staff themselves



The policy gives more information about:

How staff and managers must work together to make sure that rotas are fair to staff and to the people that staff work with.

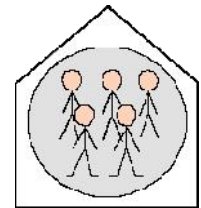
There should always be enough staff to keep the people we support safe



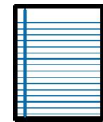
Sometimes the rota will need to change, but staff should always be told about this



Extra shifts may become available and when they do everyone should have an equal chance of getting them



Staff must keep their own records as well as managers to show when they have been working, these records are known as shift record sheets.



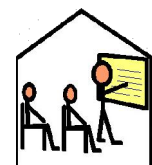
Managers need time in the week to fill out the paperwork



Rotas need to be open to change so we can give the best care for the people we support



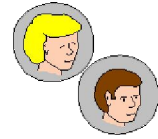
Staff sometimes have to go to training courses



Staff also have to attend meetings



Some staff will need help to make sure that they can work but also look after their families. The Consortium will help wherever we can to help staff do this



This is known as flexible working

Laws at work

There are other laws which we have to follow especially when asking staff to work a lot of hours.



We want staff to have enough rest.



Working at night

A lot of staff need to work at night.



Staff have to be checked to make sure that they are fit enough to work at night as they will be often working on their own



Staff will also have to be checked if they are working alone during the day