
Accessible Supporting Service Users on Holiday Policy



August 2009

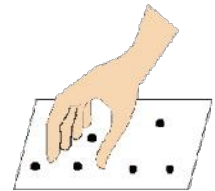
This accessible policy has been produced to assist the people we support to understand our policy framework within the context and best practice of inclusive communication. This accessible policy is not a substitute for the full policy document and therefore staff and managers must make themselves familiar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

The complete policy statement can be found within the Supporting Service Users on Holiday Policy document available from the Admin Team at the Consortium Office.

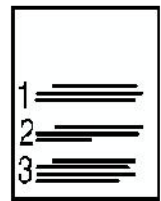
Introduction

People with learning disabilities have the right to go on trips for a short time or for a longer time

People with learning disabilities should be able to choose where they go, when and who they go with



The holiday should be planned well



It should be worked out exactly how much it will cost and especially how much it will cost to have staff there



Planning

Planning the holiday should include;

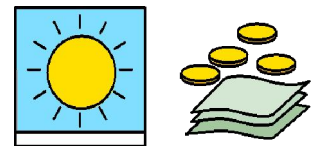
- The Service User
- Family
- Contract Manager
- Team Co-ordinators
- Service Co-ordinators
- Care Manager
- Deputy/Appointee

All these people need to fill in a 'Holiday Costing Format'

Holiday Planning and Costing		The Consortium	
Personnel Name:		Address of Home/Office:	
Holiday to:	Dates of Holiday		From: To:
Planning			
What type of holiday?	Will this be for action? (action of the person will go on the day with 24 hours' notice) Other than the 12 hours' notice for the person's job, it will be for the person's job. When made, it will be provided in full. (action of the person will go on the day with 24 hours' notice) There are a number of people who will be working for the person's job or family.		
Provide details:			
Other People going on the Holiday			
Will other people (family/friend etc.) be going on holiday?		Yes! No. (write in appropriate if yes provide name below)	

Payments to staff

Staff get paid for 12 hours of every day they are away



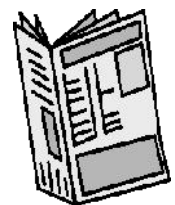
On the days they go on holiday and come back from holiday they will get paid the hours they work



Staff will be there to do sleep-ins and wakefuls so that other staff can have time off. Breaks for staff are very important

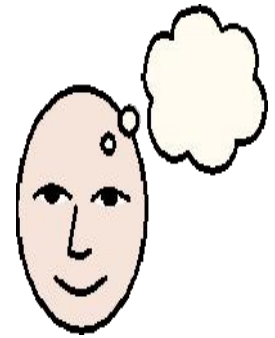


Staff will be paid £5 a day to pay for things like newspapers and phone calls when in the UK. When staff go abroad with Service Users they will be paid £10 a day.



Cost of Holidays

Everything that will cost money will need to be thought about before the holiday

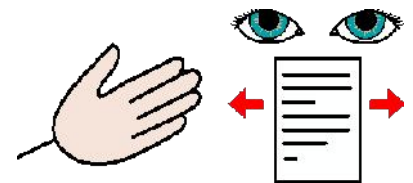


It will need to be thought about which funds will be used when people are planning the holiday for things such as;

- Staff meals
- Entrance costs
- Mileage

Staffing

Most Service Users will need **more** support on holiday but this will need to be looked at by managers and social services



Enough people need to go so that staff can have time off



Staff left at home will either support those that are still there or go to another house if they do not want to take annual leave

Feedback

Service Users can feedback so that good destinations can be used again



Staff can feedback to see if the planning of the holiday was good enough

