**1.14.12 Care and Supervision on a 2:1 Staff Ratio for Children and Young People Looked After**

In line with the agreed Individual Placement Agreement (IPA) and associated [**Care Plan**](http://trixresources.proceduresonline.com/nat_key/keywords/care_plan.html), for the commissioning of two members of staff, exclusive of the registered care home manager, to synonymously look after the child or young person whilst in our care.

1. During education or therapy sessions the 2:1 staffing level maybe varied to support the activity or planned session. A clear risk assessment will be agreed with the supporting provision;
2. The care staff ratio at 2:1 is agreed with the local authority, as part of the IPA and is held under review on a rolling basis. The review responsibility is held between the registered home manger and the placing social worker. Care arrangements for 2:1 staffing are informed by risk management, risk assessment and considered risk reduction factors;
3. The registered care manager and/or deputy care manager are expected to be available on-site or on call to the home at all times. If this is not possible, due to annual leave or personal arrangements, the on call manager system is available out of hours;
4. Regional Managers are assigned to each home, with responsibility for directly supervising and line managing the registered home manager. Direct access to the senior management team is available at all times and includes a robust out of hours on call system;
5. If the home has a deputy care manager assigned he/she will also be available on-site or on-call providing they are not working direct shifts with the children and young people being cared for at the home;
6. On a staff ratio of 2:1 our expectation is that one carer will have sight of, or know exactly where the young person is at all times during the day. Staff members will naturally take comfort breaks; prepare a meal (in close proximity), take or make urgent and important phone calls, but one member of staff will always be immediately available to the young person. Staff will undertake a room search with a manager, deputy or colleague if there are imminent safeguarding concerns;
7. If a staff member is hurt by the child or an allegation is made necessitating immediate safeguarding decisions (whilst awaiting support via a home manager or on call manager) it may be necessary to temporarily reduce the staffing to support the situation. This will be risk managed in direct consultation with the home/on call manager and social worker/EDT;
8. During car journeys, and any additional travel requirements, two carers are expected to travel with the young person. If the situation requires physical intervention during transportation, and whilst on 2:1 staffing, a third staff member from the school or additional team would support on an ad hoc basis without further cost to the Local Authority. The safety of the child, professional carers’ and general public is paramount.

**Caring for a Child at Night**

1. Two carers will remain in close proximity to the child until he/she settles to bed. Bedtime routines may include the carer reading to or with the child or sitting close to or with him or her until settled down for the evening. Bedtime routines are individualised and agreed in conjunction with the team looking after the child. An agreed 2:1 staff ratio applies to the hours between 8am - 11pm and does not include the provision of waking night staff.

**Waking Night Duty**

1. The commissioning of waking night staff for duty is negotiable by separate arrangement in discussion with the commissioning authority and placing social worker and identified in the IPA and in the young person’s placement plan, the additional fees agreed and invoiced as per the requirements;
2. Bryn Melyn Care would not expect waking night staff to work during the day. This is to ensure the physical and emotional safety and care of the child during the day, with members of staff who are physically and emotionally available to the young person;
3. Staffing ratios are reviewed and agreed in conjunction with the local authority, social worker and the home manager and changes clearly documented in the young person’s placement plan.

**End**

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