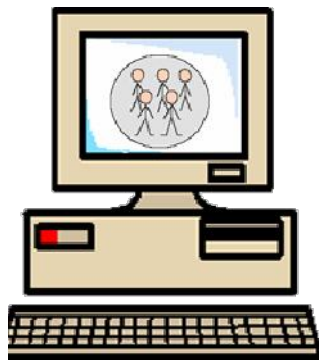


---

# Accessible Roster Software Policy

---



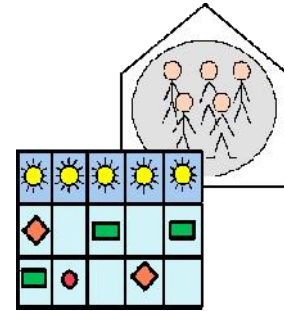
**November 2009**

*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.*

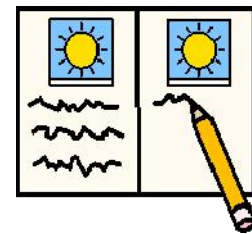
*The complete policy statement can be found within the Mediation Policy document available from the Admin Team at the Consortium Office.*

This policy is about how The Consortium tells its staff where they need to be and at what times.

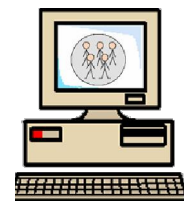
This is called a rota.



For a long time we have written rotas out on paper.



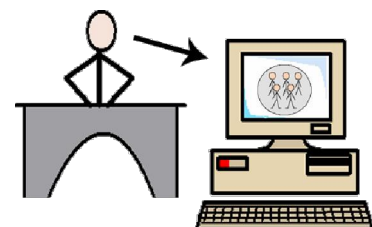
Now we are going to make them using a computer.



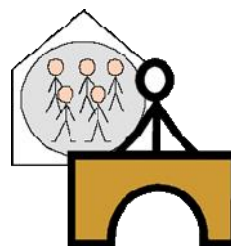
This will help to use less paper, which is better for the planet.



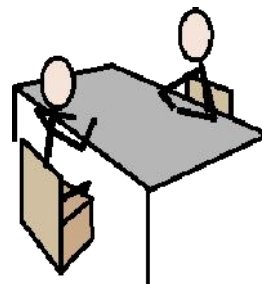
And the rotas to be seen by more people when they need to know where staff are.



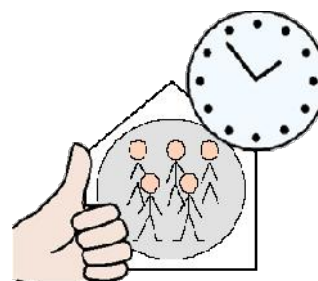
The rotas will be done by the Team Co-ordinators and Service Co-ordinators.



The Team Co-ordinators will meet every week with the service co-ordinators to talk about the rotas and make sure that they are right for the people we support.



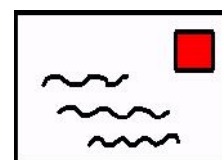
The rotas must make sure that people have the right staff with them when they need them.



The Team Co-ordinators and Service Co-ordinators must make sure that they keep in mind what is on each persons service delivery plan.



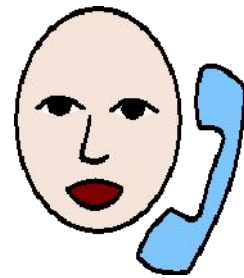
When the rotas have been made they will be posted to each staff home address.



If any changes are made to the rota the managers at each house must tell the Team Co-ordinators.



Sometimes staff may be ill and not able to come into work, the Service Co-ordinator must try to get another staff member in to cover.



The computer rotas are very clever, they can send a text message out to staff who are not working to see whether they can work.



The information on the rotas is private and must not be shown to anyone else.

