
From: justine chew <justinechew45@gmail.com>
Sent: 20 September 2023 12:23
To: Osborne, Lee
Subject: External Mail: Rota

CAUTION: This email originated from an external source. If you suspect a potential phishing email, report it via the IT Self Service Portal which can be found within the Quick Links section on Bertha

Good Afternoon Lee

Hopefully this is now sufficient. Should this be acceptable to Kevin can you give me a time frame for decision please.

Day 1

A manager is on duty 9am - 5pm working remotely off site but will be available at all times and will cover absent care staff on site.

Day staff A arrives at 10am and is on shift for 48 hours

Day staff B arrives at 8am and leaves at 10pm

Night staff A arrives at 10pm

No hand over is required as 1 staff is still on Duty.

Day 2

A manager is on duty 9am - 5pm working remotely off site but will be available at all times and will cover absent care staff on site.

The same as above except Day staff A are still on the premises and Night Staff A goes home at 10am and comes back at 10pm

Day 3

A manager is on duty 9am - 5pm working remotely off site but will be available at all times and will cover absent care staff on site.

Day staff A goes home at 10am

Day staff C arrives at 10am and is on duty for 48hours

Day staff D arrives 8am and leaves at 10pm

Night staff B arrives at 10pm

Day 4

Same as day 2

Day 5

Same as day 3

This is a rolling rota with 1 handover on day 3.

Therefore the only disturbance at the property is 1 person arriving at 8am, 1 person leaving and another arriving at 10am. 1 Night staff arriving at 10pm. As previously mentioned not all staff will drive so parking will not be any different to the current situation of a family home. As you can appreciate with just 2 children and 2 staff members there should be no significant impact on neighbors or surrounding areas.

I am hoping with the rota chart and this explanation the understanding may be clearer. Please let me know should you feel it requires further input.

Many Thanks

Justine Chew