



STAFFING AND SESSION DELIVERY POLICY

Policy title	Sufficient Staff Policy
Issue date	March 2026
Review date	March 2028
Author	Karen Double
Agreed by	Board of trustees

Staffing and Session Delivery Policy

LEAPS Suffolk recognises that the safety and welfare of all attendees is paramount. We are committed to maintaining sufficient staffing levels at all times to safeguard both attendees and staff and to ensure the safe and effective delivery of our sessions.

However, there may be occasions, such as staff sickness or other unforeseen circumstances, when planned staffing levels cannot be maintained. In such instances, the following procedures will apply:

- The manager or session lead will assess the situation, taking into account staffing availability and the individual needs of attendees. Adjustments will be made where necessary to ensure the continued safety and wellbeing of all participants and staff.
- Given the varying levels of support provided, consideration will be given to children and young people who require T3 (1:1) high-level support first, as this may directly impact our ability to safely accommodate them within the session. If there is no T3 support then T2 high needs will be the next consideration. The manager or session lead will consider the time a child/young person needs and if they can safely accommodate, e.g. a young person has the potential to need a lot of time away from the group, or personal care needs
- Reasonable efforts will be made to secure appropriate staff cover; however, this may not always be possible.
- Where adequate staffing levels cannot be achieved, and safe delivery of the session cannot be assured, the manager or session lead will inform parents/carers if their child is unable to attend the session as planned, providing a clear explanation of the reasons.
- In such circumstances, a credit will be issued for the affected session.

This policy ensures that all decisions are made in the best interests of attendees' safety and wellbeing.