



Site Management Plan (SMP)

Site Address: Edgley, Grange Bottom, Ryston, SG8 9UQ

Reference: 25/02484/GEN

Service User(s): JD

Staffing Ratio: Initial 1:3 (Subject to planned reduction)

Effective Date: June 2025

Section 1: Staffing Rota Management and Vehicular Movement Control

This section details the staff deployment strategy designed to ensure high-quality care while minimising site impact, particularly concerning traffic and parking.

1.1 Staffing Structure and Ratio Adherence

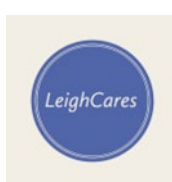
The home operates an initial **1:3 staffing ratio**. This high level of support is designed for the transition phase; it is anticipated that as JD achieves developmental milestones and increased stability, this ratio will be **reduced** in line with updated risk assessments and care planning.

Staffing Type	Count	Shift Duration	Operational Function
Support Staff	3	12.5 hours (Day/Night)	Core support, domestic management, and PBS implementation.
Total Concurrent Staff	3	N/A	Initial Rota Requirement (Subject to future reduction).

1.2 Shift Patterns and Changeover Protocol

To manage transitions and external traffic effectively, staffing is aligned to two controlled 30-minute changeover periods. By centralising changeovers, we ensure that vehicular movement is predictable and limited to specific windows.

Shift Changeover	Time Period	Staff Actions
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Morning Peak	07:30 – 08:00	Arriving Day Staff (3) Clock In; Departing Night Staff (3) Clock Out.
Evening Peak	19:30 – 20:00	Arriving Night Staff (3) Clock In; Departing Day Staff (3) Clock Out.

1.3 Vehicular Movement and Parking Control

The home operates a minimal traffic policy to reduce the impact on the Ryston community:

- **Transport Mandate:** All staff are encouraged to utilise carpooling or public transport where viable to reduce the number of individual vehicles on site.
- **Peak Demand (Worst-Case):** The maximum theoretical vehicle demand occurs during the 30-minute changeover overlap. This is calculated as 7 vehicles (3 arriving staff + 3 departing staff + 1 manager/operational vehicle).
- **Parking Provision:** The site provides 8 dedicated parking spaces (5 off-street driveway, 3 supplementary). This capacity absorbs the maximum changeover peak, ensuring no staff vehicles are parked on the public highway.
- **Future Impact:** As the staffing ratio reduces (e.g., to 1:2 or 1:1), the peak vehicle demand will decrease accordingly, further reducing the site's footprint.

Section 2: Management of Behaviour and Positive Behaviour Support (PBS)

The approach to managing behaviour is therapeutic, proactive, and rooted in PBS principles.

2.1 Policy Framework

- **PBS Focus:** All interactions prioritise understanding the function of behaviour as defined in the Service User's Behaviour Support Plan (BSP).
- **De-escalation:** Staff are trained in accredited techniques (e.g., CPI or TCI). De-escalation is the primary strategy for managing distress.
- **Physical Intervention:** This is a last resort, used only when there is immediate risk of harm. Any use must adhere to accredited protocols and is reviewed via the Critical Incident Procedure.

Section 3: Staff Training and Professional Development

3.1 Mandatory Induction (Pre-Deployment)

- **Safeguarding:** Adults and Children/Young People.



- **First Aid:** Emergency First Aid or equivalent.
- **Medication:** Safe handling and administration.
- **PBS & De-escalation:** Comprehensive theoretical and practical training.
- **Service User-Specific:** Detailed sign-off on JD's risk assessment and BSP.

Section 4: Ensuring Adequate Staffing and Contingency Planning

4.1 Rota Management

The Rota Manager ensures the required ratio is maintained. As the ratio reduces over time, the rota will be adjusted to reflect the young person's increasing independence while maintaining safety.

4.2 Contingency Systems

- **Internal Cover:** Staff team contacted for overtime/swaps.
- **On-Call:** Manager/Senior Staff available 24/7.
- **Bank Staff:** Roster of internal staff fully trained on site.
- **Agency:** We do not use agency staff.

Section 5: Integration and Domesticity (The 'Family Home' Ethos)

The home operates under a "Family Home" ethos to ensure its functioning is indistinguishable from any other private dwelling.

5.1 Domestic Appearance

- **No Institutional Signage:** The property maintains the appearance of a standard family dwelling.
- **Maintenance:** Gardens and driveways are kept to high domestic standards.
- **Professionalism:** Staff do not wear uniforms or identifying workwear outside the premises.

5.2 Community Integration

Activity Focus	Management Strategy	Encroachment Mitigation
Daily Routine	Focus on community integration (education, local shops).	Movements blend in with standard neighbourhood activity levels.



Traffic/Parking	Controlled rota and reliance on private parking.	Demand is contained within the 8 private spaces provided.
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