

CONDUCT

OPERATIONS – TWO STAFF

4.12

Policy Rationale

The intention of this policy is to ensure that the College always has at least two members of staff on duty when programs are in operation involving clients from the general community.

Policy Aims

Ensure that should something untoward occur, there are two staff members on duty to care for each other and the external clients under-taking programs.

Procedure - Programs

- The Manager is responsible for the issuing of the Policy is implemented and adhered to, and in the absence of the manager, the manager's delegate will have to organise and oversee compliance with this policy.
- Where possible programs are to be organised so that there are two or more programs operational at the same time – this is particularly important for night-time and week-end programming
- Monday, Wednesday are the preferred days for night-time programs and every effort should be made to ensure these nights are targeted for night-time operations by CCAE and external clients.
- If it is impossible to operate two or more programs on the same night, the manager is to ensure that a staff member is available to stay back with the other trainer until the completion of the training program that evening.
- The staff member that is requested to stay back may be entitled to TOIL and/or overtime and should ensure that this is approved by the manager.
- Should a staff member not be able to take up the night duty arrangement, the Manager and/or Acting-Manager will have to perform this role.

Procedure – Night Duty

- The staff member not involved in the program delivery is to ensure that the College is secure by a physical check of all doors after the arrival of all clients.
- If clients are late this staff member is to man the reception area and then secure the College.
- At the end of the training, both staff are to again do a physical check, ensure all lights, photocopier, computers are off.
- Upon exit, set the alarm and ensure it is engaged [continuous beeping] prior to departure.

Evaluation

This policy will be reviewed bi-annually.