Staff Operations and Management Plan

9 Wakefield Crescent, Earlsheaton, Dewsbury WF12 8AL

Document control	Details
Site	9 Wakefield Crescent, Earlsheaton, Dewsbury WF12 8AL
Applicant	Care Angels Batley Ltd
Planning authority	Kirklees Council
Source reference	Planda Portal PLP-00024485 dated 6 November 2026
Issue	Version 1.2 | 6 November 2026 | Three children and two staff per shift

1 Purpose and operating commitment

This plan sets out the proposed operation of 9 Wakefield Crescent, Earlsheaton, Dewsbury WF12 8AL as a residential children's care home accommodating up to three children, with two care staff on each day and night shift. It supports the proposed change of use, associated alterations and single storey side extension, and defines staffing, care delivery, safeguarding, transport and neighbourhood management arrangements for this property.

Two members of care staff will be on duty for each day and night shift at 9 Wakefield Crescent, seven days a week. Staff will work 12-hour duty periods, with planned duty breaks and rest between shifts. Shifts will overlap for a structured handover. Each shift will comprise one driver and one non-driver, with car pooling wherever practicable. The manager or designated management cover will check in daily, including weekends, and attend when needed.

The proposed night arrangement is two awake staff, subject to confirmation through the home's staffing assessment. Two staff per shift is the planned baseline for the home as a whole. Before each admission and whenever needs change, the manager will assess whether this cover can meet the individual and combined needs of the children. Additional staff will be arranged where required for safe care, supervision, breaks, outings or emergencies. Management check-ins provide additional oversight.

2 Applicant and management accountability

The form names Care Angels Batley Ltd as applicant and Zakia Khan as its named representative. It does not identify the future registered provider, responsible individual or registered manager.

The proposed provider will adopt the final plan, provide resources and authorise admissions. The registered manager will be responsible for care delivery, the rota, safeguarding and day-to-day compliance. A designated shift lead will coordinate each duty period and escalate concerns to the on-call manager.

3 Rota and staff establishment

Operating measure	Required provision
Resident capacity	Up to three children at 9 Wakefield Crescent, subject to the approved planning permission, registration conditions and placement matching.
Routine duty cover	Two care staff per day and night shift, seven days a week. One driver and one non-driver, with car pooling wherever practicable. Additional cover where required by assessed needs.
Direct weekly care hours	2 staff x 24 hours x 7 days = 336 staff-hours before handover, training, leave or sickness cover.
Handover allowance	A 30-minute overlap twice a day adds 14 staff-hours weekly if both incoming staff attend before both outgoing staff leave.
Indicative establishment	350 hours / 37.5 hours = 9.33 FTE before leave, sickness and training allowance. This is a planning calculation, not a final contracted headcount.
Relief cover	Suitably checked and competent relief and additional cover must be budgeted and available for leave, sickness, breaks and assessed care needs before admission.

The application’s entry of two full-time employees must be revised or explained to distinguish staff present on a shift from the total staffing establishment. The approved budget and rota must identify how 336 core care hours and handover cover are funded and supplied.

Shift timing and overlap

The final rota will show two daily handovers, the 12-hour care periods, paid attendance and adequate rest. For illustration, care periods of 08.00 to 20.00 and 20.00 to 08.00 could use incoming attendance 30 minutes before transfer. This would create 12.5 hours of paid attendance per worker. Times are an illustrative planning assumption and require confirmation against transport and employment arrangements.

The handover allowance will be explicit in contracts and rota records. The manager will check hours, fatigue, breaks and consecutive duties before approving each rota. Staff must not routinely extend duties to fill a staffing shortfall. The rota will also identify the driver and non-driver, car pooling where possible, alternative journeys and any lift or taxi movements. The transport baseline allows one staff car during duty and up to two at changeover. Relief workers will fit the planned skill mix and travel arrangements.

4 Handover and continuity procedures

Incoming staff report to the shift lead and receive a recorded handover inside 9 Wakefield Crescent. Handover will cover each child's presentation, wishes, safeguarding concerns, medication, education, appointments, family contact and outstanding actions, together with relationships between the children, incidents, transport and home security. Staff will share information privately and confirm transfer of responsibility.

If relief staff are delayed, the shift lead will contact the on-call manager immediately. Existing staff remain until safe relief is arranged. The manager will deploy a suitable relief worker and review fatigue and transport consequences. Each shortfall and response will be recorded and reviewed.

Breaks and escorted activities

The manager will plan duty breaks while maintaining the staffing required for all children present. Where a carer needs to be relieved of duties, suitable relief cover will be arranged. Staff deployment will take account of each child's care plan and the needs of the group. Any additional attendance or vehicle movement for relief cover will be recorded in the travel schedule.

An interrupted break will be recorded and replacement rest arranged. Before school runs, appointments, family contact or activities, the shift lead will confirm safe arrangements for both children travelling and children remaining at 9 Wakefield Crescent. The driver and non-driver will be deployed according to the assessed escort and supervision needs. Additional cover will be arranged where two staff cannot safely meet concurrent needs. Driver or vehicle unavailability will trigger the agreed transport contingency.

5 Daily management and staff competence

The manager or designated management cover will make a recorded daily check-in on each child's wellbeing, relationships within the home, staffing, incidents, medication, premises and outstanding actions. A seven-day management rota will identify primary and backup on-call contacts. Management will be available at all times, with attendance when risk, staffing or an incident requires it. Planned visits will be coordinated outside handovers wherever practicable. Remote check-ins will be used only where appropriate to the children's needs and circumstances.

Before undertaking unsupervised duties, staff will complete required recruitment and suitability checks, induction and role-specific training. Competence will cover safeguarding, missing children, exploitation, positive behaviour support, emergency response, medication where relevant and each child's individual needs. The manager will maintain supervision, competence and training records.

6 The children and their home

Each child at 9 Wakefield Crescent will have an individual placement plan and routines reflecting their education, health, rest, interests and family relationships. Each child will have their own bedroom, with the final layout demonstrating suitable shared living, dining, study and bathroom facilities for three children and staff. Children will be supported to personalise their space, contribute to household decisions and access advocacy and complaints arrangements. Furnishings and daily routines will support a welcoming, homely environment.

Before each admission, the manager will complete a documented matching assessment covering the child's needs, staff competence, premises, location and access to services. The assessment will consider compatibility with children already living at the home, including peer relationships, exploitation risks, bullying, vulnerability and the effect on daily routines. Obtain current care, health, education and risk information before accepting a placement. Admissions will be planned within the approved capacity of up to three children and the home's statement of purpose. Where essential risks cannot be assessed or safely managed, further assessment or resources will be required before admission.

7 Visitors and residential amenity

Visitors will be booked where possible, identity checked, signed in and supervised in accordance with the relevant child's plan. Family contact arrangements will protect the privacy and safety of all children living at 9 Wakefield Crescent. Unauthorised visitors will be challenged and concerns escalated. Professional meetings and visits for the three children will be coordinated to limit concurrent attendance and parking demand, using remote attendance where suitable.

9 Wakefield Crescent will operate as the children's home, with shared domestic routines and individual personal space. Recruitment interviews, company-wide training and administrative meetings will be arranged elsewhere. The manager will coordinate deliveries and routine maintenance outside handovers wherever practicable and avoid unnecessary evening activity.

Staff will keep handover inside, close vehicle doors quietly, avoid idling and manage outdoor activity sensitively. Noise concerns will prompt review of timing, supervision and any appropriate acoustic measures. Privacy, garden boundaries, external lighting and overlooking must be reviewed against the final drawings.

Waste will be stored securely within the site, separated for recycling and presented for collection without obstructing access. Collection and storage arrangements will account for occupancy by up to three children and two staff on duty. Specialist waste arrangements will be provided where needed. The manager will maintain clear exits, prompt repairs and fire and evacuation procedures reflecting the needs of every child and the staff available to assist them.

Neighbour contact

Before opening, provide neighbouring households with a service contact for practical concerns and a route to management. Log complaints, assess urgent safety issues immediately, acknowledge other concerns within two working days and aim to provide an outcome within ten working days. Protect each child's identity and personal information throughout.