LODDON COURT SHORT BREAK WEEKLY ROTA Respite & Outreach

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| week | |  | Mon | Tues | Wed | Thurs | Fri |  | Sat | Sun |
| Manager LM 37.5hrs | |  | 8.30-16:30 | 8.30-16:30 | 8:30-4:30 | 8.30-16:30 | 8:30-16:00 |  |  |  |
| ALM 37.5hrs | |  | 8.30-16:30  17:00-19:00 | 8.30-16.30  17:00-19:00 | 8.30-16.00  16:00-19:00 | 8.30-14;00 | 8.30-16:30 |  |  |  |
| Admin 30 hrs | |  | 7-13:30 | 7-13:30 | 7-13:30 |  | 7-13:30 |  |  |  |
|  | |  | | --- | | ALM 37.5 hrs | |  | 9.00-15.30  15.30-19.00 | 9.00-18.00 | 9.30-14.30  16:00-19:00 | 9.00-16.00  Pick/DROP | 18.30-19.30 | 2-7 |  |  |
|  |
| LSW 37.5HRS | |  | R | 7.00-15.00  15-17:00 | 8.00-15.00 | 9.30-15.30 | 7.00-15.00 | R |  | 8.00-15.00 |
| LSW 37.5hrs | |  | 8.30-9.30  10.00-13.45    15.30-17.00  18.00-21.00 | 8.30-10.00  11:00-17:00  17.30-19.00 | 9.30-12.30  16.45-18.45  19.00-22.00 | 17.30-23.00 | 8.30-9.30  10.00-14.00  14.00-16.15  16.15-17.45  18.00-22.00 | R |  | 10.00-14.00  14.00-18.00  18.00-20.00 |

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| LSW 12hrs | 9.30-13.30 | 9.30-13.30 |  | 9.30-13.30 |  |  |  |
| LSW 37.5hrs | a/l | a/l | a/l | a/l | a/l | R | r  22.00-23.00 S/N |
| LSW 37.5 | 9-2:30  14.30-17.30 | 9.00-14.30  14:30-17:15  PICK | 9.30-15.30  15.30 18.30  PICK | 9.00-12.00  12.00-15.00 | 9.00-15.00. PICK | R | R |
| LSW 37.5 Hrs | R | 7.00-9.30  9.30-16.00  16.00-22.00 | 14.00-15.30  15.30-19.00  19.00-22.00 | 7.00-9.00  9.00-16.00  9.30-15.00  16.00-18.30 | 7.00-9.30  9.30-16.00 | 14.00-22.00 | R |
| SW  37.5 | 9.00-13.00 | 9.00-10.00  10.00-19.00 | 10.00-15.00  16.15-19.30 | 8.30-11.30  12.00-18.00 | R | R | 8.00-10.00  10.00-19.00  19.00-22.00 |

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| SW 37.5hrs | 8.30- 15.00  Pick/drop  15.00-16.00  16.00-21.00 | 8.30-15.00  16.30-19.00  Pick/drop | A/L | A/L | A/L | R | R |
| SW 37 Hrs | 14.00-23.00 S/N | 7.00-9.00  9.00-16.00 | 8.00-14.00 | 14.00-22.00 | 15.30-19.00 | R | R |
| SW 37.5hrs | 7.00-9.30  9.30-12.30  PICK  13.45-16.30 | 9.00-15.00  15.00-18.00  18.00-22.00  DROP | 7.00-12.30  12.30-14.30  14.30-17.00  17.00-20.00  DROP | 10.00-16.00  16.15-18.15  18.30-22.00 SB | 9.30-15.30  15.30-18.30  18.30-22.00 | R | R |
| 37.5hrs | 9.30-15.30  15.30-22.00 | 9.00-15.00  15.00-17.00  17.00-18.00 drop | 9.30-15.30 drop 15.30-19.00 | 7.00-10.00  10.00-19.00 | 9.00- 15.00  Pick  DROP | 8.00-17.00  17.00-19.30 | R |

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| SW 30 hrs | A/L | A/L | A/L | A/L | A/L | R | R |
| SW 37.5hrs | A/L | A/L | A/L | A/L | A/L | R | R |
| SW 37.5hrs | 11.30-15.30  15.30-17.30 | 9.00-13.30 | 13.30-20.30 | 9.00-15.00 | 9:00-15:00  Pick/drop    18.00-23.00 | R | R |
| SW 37.5 hrs | 12.00-18.00 | 15.00-23.00  S/IN | 7.00-15.00 | R | 8.30-15.30  14.00-22.00 | 14.00-22.000 | R |
| SW 37.5 hrs | A/L | 18.00-22.00 | 9.00-18.00    16.00-19.00 | 9.00-18.00 | 9.00-18.00 | 14.00-18.00 |  |
| SW 37.5 hrs | 9.00-18.00 | 9.00-18.00 | 7.00-10.00  10.00-14.00 | 8.30-15.30  Pick/drop  15.30-17.30 | 9:00-14:00    15.30-19.00 | R | R |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| SW 37.5 hrs | 7.00-9.00  9:00-15.00 | 9.00-15.00 | 9.00-15.00 | R | 15.00-23.00 | 8.00-14.00 | R |
| SW 37.5 hrs | 09.00-15.30 | 10.00-14.00  14.00-18.30 | 10.00-14.00  14.30-17.30  17.30-19.00 | 9.30-15.30 | R | R | 8.00-15.00 |
| SW 37.5 hrs | 7.00-10.00  10.00-12.30    13.00-18.30 | 9.30-12.30  Pick/drop 12.30-15.00  15.00-18.00  18.00-22.00 | 8.30-15.00  15.00-17.30    Pick/drop | R | 8.30- 15.00  16.00-18.00  18.00-22.00  Pick/drop | 10.00-14.00  14.30-18.30 |  |
| SW 24hrs |  |  |  |  | 14.00-22.00 | 09.00-17.00 | 09.00-19.00. |
| SW 22HRS | R | R | 7.00-15.00  15.00-22.00 |  |  | 14.00-22.00 | R |
| 30 hours | 16.00-22.00 | 16.00-22.00 | 16.00-22.00 | 16.00-22.00 | 16.00-22.00 | R | R |
| SW 16 hrs | 9.00-16.00  Pick/DROP | 9.00-15.00 PICK/DROP |  | 9.30-14.30 |  |  | 8.00-14.00 |

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| SW 20 hrs | N |  |  |  | |  | N |  |  |
| SW 20hrs |  |  |  |  | | N |  |  | N |
| SW 20 hrs |  | N | N |  | |  |  |  |  |
| Bank SW |  |  |  |  | |  |  | 15.00-19.00 | 8.00-14.00 |
| SW 22.5 hrs |  | 8.00-22.00 |  |  | | 13.30-17.00-  18:00  18.00-22.00 |  |  |  |
| SW 20hrs |  | N |  |  | |  |  | N |  |
|  | | | | Bank Staff | | | | | |
| BSW | 9.00-14.30 | 9.00-14.00    PICK | 10.00-14.00 |  | | 9.30-12.00  9.00-14.00 | 9.30-15.00      PICK | 8.00-15.00 |  |
| BSW |  | N |  |  | | 8.00-9.00  9.00-11.00-15.00 |  | 10.00-15.00 | 8.00-14.00 |
|  |  |  |  | |  |  |  |  |  |
| BANK STAFF |  |  | N | |  |  |  | N |  |
| BSW |  |  | 9.30-14.00 | |  |  | 9.30-15.30 | 14.00-22.00 | 14.00-22.00 |
| BSW | 9.30-15.30 | 9.30-15.30 |  | |  |  |  | 14.00-22.00  8.00-15.00 |  |
|  |  |  |  | | Other Staff | |  |  |  |
| CLEANER | 9-14.00 | 9-14.00 | 9-14.00 | |  | 9-14.00 | 9-14.00 |  |  |
| DIARY EVENTS |  |  |  | |  |  |  |  |  |

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| --- | --- |
| KEY | EXAMPLES |
| Outreach shifts | 9:00 TO 15:00 |
| LCSB shifts | 14:00 to 22:00 |

Night Staff Key

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | 1S  2N | 1S  2N | 2N | 2N | 1S  1N | 2N | 1S  1N |

This column shows required allocation of sleep in and waking night during the week, i.e. 1 sleep in, 2 night staff, etc.

N is waking night staff symbol, so this bank staff does Wednesday and Saturday night

S is sign for sleep in staff. Some nights there are 2 waking night and no sleep in, depending on the needs of the people that night in the service.

Important things like hospital, doctors, review etc. are highlight in red for the shift, same as pick up and drop off.