

SAFE KEEPING POLICY

If for whatever reason you would like staff to look after some of your money on your behalf then this is when this policy applies and this also implies that members of staff are prevented from personal benefits in following this procedures.

The money that you would like to be kept safe on your behalf will be kept in the locked safe in the office in one is on site.

- Upon giving the money to a member of staff or the resident's key-worker, it will be put in a suitable container, if not already done so.
- Before residents' money is put in the safe, two copies of the 'Safe Keeping Record' will then be filled in.
- The first copy goes with the money that is being put in the safe and will remain with it.
- The second copy is for the resident whose money it is, and is their record.

This copy must be kept by the resident and NOT in the office.

- The 'Safe Keeping Record' is for recording all incomings and outgoings with this money.
- The staff administering the money to the resident and the resident concerned will sign and date for ALL transactions with the resident's money. i.e. money that is being put into the safe, added to that which is already in there, or taken away from that which is already in there, EVERY TIME such a transaction takes place.
- For every transaction that takes place BOTH COPIES of the Safe Keeping Record must be filled in and no transaction can take place without both transactions being filled in.
- For security purposes, when any money is kept in the safe, only one member of staff will have the key to the safe, and therefore access to it, at any one time.
- This means that you need to give staff warning if you wish to make a transaction with your money that is being kept safe on your behalf.