

Policy Title	LSC Care Financial Transactions Policy and Procedure
Issue date (m/y)	10/2013
Author	Amy Deignan, Care Coordinator
Approved by	Donna Welburn, Operations Manager
Review date (m/y)	10/2017
Last review	08/2017

Context and/or Aims

This policy applies to all employees of The Learning Support Centre Ltd. This policy and procedure sets out guidelines for situations where students may require assistance with financial transactions and under what circumstances this support would be acceptable.

Policy Statement

This is often the most sensitive advocacy issue and we want to empower those who we support to handle their own financial affairs.

It is strictly against our policy for any member of staff to involve themselves in the financial affairs of anyone that is being supported; even where the person cared for wants the employee to become involved.

However, where the Registered Manager/Operations Director and Support Coordinator are informed and it is recorded in the students file/care plan there may be circumstances under which a staff member may assist a student with a financial transaction or assist with their financial affairs. This must be discussed and agreed with their line manager in advance.

Procedure

When handling students finances the staff member must adhere to the following guidelines:

- Whenever there has been an assessed need for Personal Assistants to assist a student with their finances this will form part of their care plan.
- The care plan will direct staff on the process to follow when handling the student's finances.
- A separate financial log must be filled out each time a staff member handles any finances from a student.

Financial transaction logs are kept in the care folder and it is the responsibility of the staff member to ensure this log is kept up to date with all other documentation relating to the student.

- The log must be signed by the Personal Assistant and the student after each transaction.
- All receipts are kept with the record of financial transactions and it is the responsibility of the Personal Assistant to ensure these receipts are returned to the office on a regular basis.
- Under no circumstances should Personal Assistants have access to a student's PIN (Personal Identification Number).
- Under no circumstances should a Personal Assistant withdraw cash on behalf of a student.

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- Personal Assistants may accompany a student to a cash point but the student is responsible for withdrawing their own cash.
- Personal Assistants may hold a card reader for a student but never input their PIN number on their behalf.
- Any member of staff in possession of a student's PIN represents gross misconduct and as such may lead to disciplinary action and or dismissal.

Failure to comply with this policy and procedure at any time may result in disciplinary action being taken and possible termination of employment with The Learning Support Centre Ltd.