

How to Create a Staff In/ Out Board

What is it?

A Staff In/ Out Board is used to illustrate to client's who is on shift. Often a client/ service user will ask 'who's working today?', 'who's working later?' etc and due to a difficulty either retaining or understanding the information given to them, or because it is something they are worrying about they often will repeat themselves. A Staff Board is a simple tool which can be used to alleviate this worry, as well as giving a person the information they should rightfully have; about who is going to be in their home at what time, supporting them.

How to Create

A picture of each staff member should be taken. The picture should be of the person's head and shoulders, against a plain light background. All pictures should be taken in this way so they are uniform and consistent. When a new staff member joins, a picture should be taken straight away to keep the board current.

The board should be set up first thing in the morning, and updated should any changes occur e.g. a different staff member has to take over a shift.

The board can be set up according to the needs of the people and the house, illustrating different things:

- Who is on or off shift
- Who is on in the day and then at night
- Who is supporting which person – in this case a picture of the client/ service user will need to be taken and both pictures put together
- Who is on holiday etc.



Examples of Staff Boards

