



ANDERIDA ADOLESCENT CARE

DECISION MAKING PROCEDURE

At Anderida, the staff team will find themselves having to make many decisions throughout the course of their employment, both large and small. Often, these decisions will be made as part of the wider team, often during a meeting, supervision session and steered through group process. However, there will also be some decisions that the staff member needs to make alone, as part of their everyday work, in the role of parent. As an employee, it is not an option not to make a decision, as it isn't for a parent caring for any child.

The following is to support you to make good decisions:

Identify your chosen outcome- It is important to recognise what it is that you want your decision to achieve, you should also consider what is the motivation of the person asking you to make the decision, often you will feel pressure to make a decision quickly, the outcome of a rushed decision is rarely positive, remember that there can be a self-serving agenda for the person rushing your decision.

Time to think- Give yourself time to think and be clear, so that you won't be rushed. You need to give yourself time and space to make the right decision, not the 'right now' decision. You may want to use this time to think, check support plans, risk assessments or procedure, consult with a colleague and make a plan.

Process- Look at the information you have to hand, often the decision is already answered in the organisation's policies and procedures, the young person's individual care plan, support plan or risk assessments. If it is your view that you would make an exception to any of the guidance and support already in place, you should have a clear thought out rationale for this, which you are able to communicate and have identified who you should consult with.

Authority- Think about if you have the authority to make the decision. Is it something within your job role? If it isn't, call the manager of the home as it is their responsibility to have the final decision. If they are not available, you should use the on-call senior staff member to support the decision/authorise the decision.

If you are calling for advice, you will be asked to explain your thoughts, what process you have already used to reach a decision and what the circumstances are that have assisted you to reach your decision in advance of asking for advice, so that you can own your decision.

When you are making decisions with your colleagues, you have responsibility for the joint decision. If you disagree with a colleague's decision, you will need to clearly outline why you disagree, and if you are unable to reach a mutual agreement, you will need to call for advice.

If a colleague makes a decision that you disagree with and they follow through with it without your agreement, you will need to use your whistleblowing requirements and notify the home manager and director.

Consider the consequences- You are responsible for your decisions. It is important to consider what the potential outcomes could be, both in the long and the short term. However, there are times when looking at all the 'what ifs' can be detrimental to the decision-making process and could cloud your ability to make a decision. Be clear and concise, but realistic and don't allow yourself to go off track.

In particular, when making a decision to go against the protocols already in place, be mindful that your decision will be evaluated after the event. A decision that has negative outcome, isn't necessarily a bad one if you had a very good rationale for making it. This will be discussed and addressed during supervision sessions and possibly have a disciplinary outcome where protocols are ignored without a good rational and proper consultation.

Supporting Policies and Procedures:

- Complaints and Whistleblowing
- Disciplinary and grievance policy