

Gravesham Sanctuary CIO
Tenants Hall
Longferry Court
Terrace Street
Gravesend
Kent
DA12 2DF

Planning application: 56 Windmill Street, Gravesend, Kent DA12 1BB

Change of use of building from a residential institution (Use Class C2) to a 7 bedroom HMO (House in Multiple Occupation) (sui generis) with communal facilities and staffing areas to provide short-term supported accommodation.

Management plan for staffing

Gravesham Sanctuary has seven years of experience, including managing a 10 bedroom HMO as supported, short term accommodation has shaped our practice.

- A fully trained member of staff will be on the premises 24 hours a day.
- Members of staff will be supported by a trained volunteer.
- Up to 3 additional trained volunteers will support the evening shifts to facilitate social interaction and assist with cooking.
- The overnight shift is a waking shift.
- Referrals are agreed in partnership with Gravesham Borough Council.
- A rigorous referrals process, carried out off site, ensures that our accommodation is appropriate for an applicant.
- Staff and residents are protected by CCTV.
- There are clear policies and procedures in place for the safe and effective management of the premises which all staff and residents are made aware of and are expected to follow.

C. C. Webster

Carol Webster

Safeguarding Officer and Trustee
Gravesham Sanctuary CIO