

Community Living Association

POLICY AND PROCEDURES

Workers Using Own Funds to Purchase Items on Behalf of Constituents/Clients/Organisation

POLICY

Community Living Association discourages workers from using their own money to purchase items on behalf of constituents/clients or organisation except in limited circumstances.

These circumstances would include:

1. Supervisor or Team Leader has given authority to spend and claim back expenditure.
2. There may be circumstances where a Supervisor or Team Leader has not given approval but purchase is deemed necessary because:
 - a. Worker has no petty cash
 - b. The urgency of the situation e.g. to pay for a health related item
 - c. The assistance it could have in supporting the relationship and work with the young person e.g. purchasing a drink if they appear thirsty, or they haven't eaten recently.
 - d. Workers may donate items they were already planning to dispose of; however it is best if they retain anonymity of the donor.

In these cases CLA will reimburse the worker.

Rationale for discouraging workers using their own money in other circumstances

- It could create a view for the young person that your relationship is beyond a worker relationship and build expectations of that relationship.
- It may impact negatively on the worker relationship of other workers who are unable to do the same.
- It may build a reliance on CLA when we should be encouraging and supporting access to other resources.

CLA clearly wants workers to build strong and supportive relationships with young people, to do all in our power to assist them, to utilise CLA money where there is a need, it is the best option and we have the resources. However, as this policy clearly articulates workers should refrain from using their own funds.