



What Dimensions does about....  
Supporting you with your money



## About these booklets



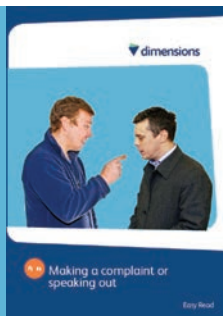
The **What Dimensions does about...** booklets talk about the rules that staff at Dimensions should be following.



If staff are not following the rules in these booklets you can tell a support worker or a manager.



or you can make a complaint.



If you would like to find out how to make a complaint, please ask for the **Making a complaint or speaking out** booklet.



This booklet explains how staff should support you with your money in simple words and pictures.



## Thinking about how staff support you with your money



Staff must support you with your money in way that you are happy with. Staff must write in your support plan exactly how they support you with your money.



Staff must always respect what you choose and help you to be as independent with your money as you can be.



Staff must also make sure that you are able to look after your money safely.



If you cannot decide how you want to be supported with your money, staff will work out a way that is best for you.



Staff will set up a meeting so that the people who are important to you can have their say.



## Keeping your money safe



When staff have to keep your money safe for you they are given very clear rules on how they should do this.



If your manager wants to change these rules they must ask the **Operations Director**. The **Operations Director** is the boss of all the managers in a **region**. A **region** is part of the country, for example the North.



Here are some of the things that are most important:



1. Your money must be kept in a safe or tin which has a lock on it.



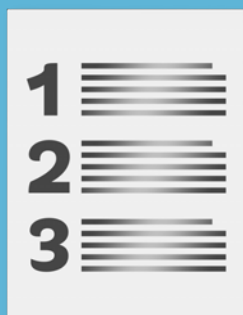
2. There must be a book where staff write down any money that is taken out or paid into your bank.



3. Staff can help if you decide to buy something with a housemate or if you decide to open a bank account together. They will make an agreement with you both.



4. Staff must keep receipts for anything you buy.



5. Staff must keep a list of all the things you own.



6. Your money, cash book and cheques must be checked often. If it looks like there is money missing, staff must find out about it straightaway.



7. If staff steal money from you they will be fired.

This is a guide to the Dimensions policy on finances for people we support. Please contact a member of staff if you would like to see the complete document.

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