












# Staff Board

A staff board displays the names and photos of staff members who are on shift in an accessible and visual way. It shows people who they can expect to support them throughout the day. A 'staff board' can support a person's understanding of who is around them.

## Key Points

Staff Supporting Chris		Tuesday		T	
Day					
Night					
Visitors					

There is space for photos of the staff that are on shift. There may be a different space for the day shift and night shift. Each should have a clear, current, and familiar photo of the staff member and their name written underneath. Some staff boards may also include a space for visitors.



### Keep the staff board updated:

- Include text/picture/symbol for day of the week
- Every member of staff has a photo
- The photos are clear

### Using a staff board:

- Place the photos on the board at the start of every shift
- Remove photos of staff members who are not on shift, or place in an 'off work' section
- At the end of a shift, check that the pictures have been changed

### Aims of using a staff board:

- Enabling understanding
- Supporting with shift transitions
- Reducing anxiety

