



# Breakaway

Shift leading policy

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A hands-on approach to help children in Slough be  
..... Safe, Secure and Successful

### **The shift leader is responsible for:**

- Ensuring the handover starts on time;
- Planning the shift;
- Ensuring that all available information is known to manage a safe shift;
- Ensuring that all staff have read each child's This is Me, Risk Assessments and targets;
- Ensuring that all agency workers have an up to date [Disclosure and Barring Service](#) (DBS) certificate, Declaration of interest form has been completed and that Breakaway has the updated certificate number;
- Ensuring that all children are signed into the LOG book at the top of the page and all staff have signed themselves into LOG book.
- Ensuring that there are enough staff for the next shift;
- Checking that all tasks are completed;
- Administering medication; Ensuring that medication is handled and administered in accordance with the medication policy;
- Allocating child/staff and this to be recorded on the handover sheet;
- Allocating tasks/duties to members of staff; Allocation breaks to staff accordingly
- Identifying fire person(s) 1 and 2;
- Final night time security checks to be undertaken by shift leader;
- Ensuring that keys are all present;
- Any incident/accident forms are filled in correctly before staff leave the building and made accessible for management attention/signing off;
- Notifying parents/carers, manager/social worker of any incidents and emailing and updating ICS with information. Shift leader is to highlight if there is a significant event ;
- Ensuring that a verbal handover is given to the on-site manager who arrives first in the morning; alternatively, email can be sent regarding handover.
- Ensuring that children's bedrooms have been personalised, and that activities/toys are out ready for child;
- Ensuring shift tasks, daily jobs are completed;
- To take handover of:
  - Petty Cash;
  - Pocket Money.
  - Shift Leader Keys
- Checking the diary for visits and appointments;
- Risk Assessments for outings are completed;
- Ensuring that any tasks not completed are handed over and a reason why is given;
- Handing over to the shift leader on the following shift;
- Holding a de-briefing session before staff leave the home if deemed necessary.

### **The Process**

The shift leader is the member of staff who takes responsibility for the smooth running of the shift and the child placed with staff members on duty, this includes Health & Safety. The shift leader needs to feel confident about being in this role and understand the important communication and delegation processes needed to ensure the effectiveness of their role and the safety of the shift.

#### **2.1 What does the Shift Leader do?**

- Receive and participate in the handover given by the previous shift leader and ask relevant questions about the child in the home during their shift;
- Check and ensure that all staff joining the shift have read the 'This is Me' and Risk Assessments of the child in the home on their shift;

- Discuss/debrief and evaluate the information received and make decisions about the forthcoming shift with the shift team;
- Allocate children/ staff and record which worker is allocated to which child on the handover sheet, shift tasks and daily jobs;
- Keep staff informed and aware of any changes to the child's [Care Plans](#), shift changes/developments, visitors, breaks and their availability to support them;
- Sign off all Risk Assessments undertaken as part of the shifts activities (in the absence of a manager), oversee all accident/incident reports, ensuring that they are available for the manager's signature;
- Ensure daily logs are completed;
- Allocate staff breaks of 20 minutes if a shift is longer than 6 hours (5-10 mins) if shift allows;
- Make decisions using their own judgement without calling the manager;
- Take responsibility for the Shift Leader keys, the Health & Safety of all the children or young people and shift members, visitors and the building and act as Fire Officer 1 until the end of the shift;
- Take responsibility for informing parents/carers, manager, social worker of any minor/serious incidents. This includes any child protection issues, minor/major incidents, calling the police/emergency services, social worker, or EDS;
- Take responsibility for the communication flow across the shift with all shift members;
- If needed, change the delegated person working with a child or young person and record clearly on handover sheet;
- Ask relevant questions about previous experience, practice, confidence levels, the child or young person in the home and about the tasks to be allocated;
- Ensure that all staff, including agency/As and When workers are aware of child or young person who are 1:1 and what 1:1 means.

### 3. Documents

The pre-printed handover sheet will be the document used to record all elements of the shift.

Ensure that contact sheets and daily logs are completed and put on [ICS](#).

Ensure all accident/incident forms are completed by staff before leaving the building.