



Breakaway

Guidance for sleeping in

Policy Owner:	Ranbir Sidhu (Registered Manager)
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Policy Summary:

Regulations 12, 23, 25, 31, 32 of the Children's Homes Regulations 2015 Including the Quality Standards



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

Sleeping-in staff are defined as staff 'on call', asleep within the building and to be woken up if needed by waking night staff. Breakaway has at least one waking night staff member and another member of staff sleeping-in. Wherever possible this should be 2 permanent members of staff or at a minimum 1 permanent member of staff.

The sleeping-in staff would work until 2145, ensuring that all children are settled for the night and the building is secure. The security of the building would also be checked by the waking night member of staff ensuring all windows and doors are secure when they do the walk round the building at the start of their shift.

The sleeping-in staff member to ensure the following duties are done before going to bed:-

Fire log book to be completed, which states who is inside the building in case of any emergencies during the night.

Sleeping-in staff to complete the overnight register.

Sleeping-in staff to ensure that all daily records are completed and put on ICS if required/sent to management/in the correct folder (Manager's office), which would include:- daily record sheets, accident/incident forms, any body charts, handover sheet, case notes (if you have had any contact with a child's parent/carer/other on the telephone or verbally).

All messages to be recorded, signed and dated in message book.

The sleeping-in staff must also know what bedrooms are occupied and by whom.

The intercom is to be kept switched on in the sleeping-in room in case any emergencies arise during the night.

Waking night staff to have the buzzer so that sleeping-in staff can be woken up if needed during the night.

Sleeping-in staff to ensure that a thorough handover is given to waking night staff.

Whilst off duty if you are woken by waking night staff the first half hour is paid through the sleeping-in allowance, thereafter time on duty will be paid at the appropriate rate or honoured as lieu.

If you have been up for some time during the night and do not feel refreshed for the morning shift you would need to arrange appropriate cover and go home or, alternatively, hand over the shift leading duties to a member of staff coming on the a.m. shift, explaining why.

Sleeping-in staff must be on shift at 06:45 the following morning

It is the sleeping-in staff's responsibility to leave the sleeping-in room clean and tidy after being used. The sleeping-in room is provided with a single bed, television and en suite shower and toilet.

Shift leading is normally undertaken by the designated member of staff who is sleeping-in, this is to ensure that consistency of information is passed on from one shift to the next, any accidents are actioned and to provide consistency of care for the children.