



Breakaway

Handover policy

Policy Owner:	Ranbir Sidhu (Registered Manager)
Version:	1:4
Date:	June 2025
Review Date:	June 2026

Policy Summary:

Regulations 6, 7, 9, 10, 11, 12, 17, 18, 19, 23, 25,, 31, 32, 36 of the Children's Homes Regulations 2015

Policy guidelines for Handover meetings at Breakaway

Purpose

- The Handover meeting is to ensure staff are fully informed of issues relating to the needs of the children who will be staying at Breakaway during their shift, equipping members of staff to give the best possible levels of safe care
- To ensure staff are fully informed of any issues relating to Breakaway.
- The Handover meeting must be conducted in a professional manner and issues discussed/exchanged must be done appropriately and confidentially.

References

- The Children Act 1989 Guidance and Regulations Volume 4

Procedure

- There are three Handover meetings performed each day at Breakaway, the morning Handover (06:45 to 7.15), the afternoon Handover (1400 to 1430) and an evening Handover (21:15 to 21.45)

Morning Handover

The morning handover starts at 6:45am and ends around 7.15am to allow the night worker to complete daily logs/other paperwork before going off shift. It takes place between the waking night staff member, the staff member who has slept-in (the shift- Leader) and the other early shift team members. However, if any children are awake/up the a.m. shift leader must allocate staff from the a.m. shift to work with them and then after the handover meeting the a.m. shift leader will inform them of what duties they have been allocated along with any other important information. It includes the following:-

- A summary of the children who have slept in the unit, what their night was like, sleeping patterns, disruptions, and confirmation of the children who are awake.
- Confirmation of children due to leave the unit and those due to attend school.
- Identification of children's needs, medication, waking-up/morning routine, personal hygiene support needs, independence programme and behavioural triggers.
- Between 6:45am and 7.15 am the shift is planned by the a.m. shift-leader. (Please see Shift Leader policy for detailed breakdown of duties).
- Walk around the building with both shift leaders.

Afternoon Handover

The afternoon handover starts at 2.00 pm. It takes place between the early team shift leader and the afternoon team. If there are any children in the building the a.m. shift leader must allocate staff from the a.m. shift to work with them until they are relieved by staff allocated to work with them from the p.m. shift. The p.m. shift leader must ensure that staff who have been allocated to work with children already in the building, relieve the a.m. staff at 2.15 pm to allow them enough time to complete daily logs. It includes the following:-

- A summary of any children who are already staying at Breakaway due to return from school, due to arrive for day.
- Identification/clarification of children's needs, medication, behavioural triggers/routines independence programme and personal hygiene support needs, planned unit activities
- Please see shift leader policy for a more detailed breakdown of responsibilities and duties of the shift leader.
- Walk around the building, both shift leaders.

Night Handover

The night handover starts at 21.15-21.45hrs (when the night worker/s comes on shift) and takes place in the lounge. It takes place between the night-worker and the person sleeping-in or if there is no sleep-in person as there are two waking night staff then the handover is to be with the shift leader from the p.m. shift. Staff to be mindful if there are any children still up and in the lounge when they are having handover. Use initials of children, remember confidentiality and the understanding of any children still up. It includes the following:-

- A summary of the children staying overnight, how their day has been.
- Confirmation of the children who are/not asleep.
- Identification/clarification of children's needs, medication, behavioural triggers, night routines, independence programmes, personal care needs at night
- Identification/confirmation of night tasks (please see nightly domestic tasks checklist in Night Time Policy)
- Confirmation that final night security checks have been completed.
- Confirmation that final medication has been administered and verified.
- Walk around the building both shift leaders

Process

- All staff on the incoming shift need to attend the Handover meeting. If there are children in the building their safety must come first and it may be that an on-coming staff member has been allocated to work with a child and in which case the shift leader will give them verbal feedback from the handover meeting and inform them of any duties that have been allocated to them as soon as possible after the handover. Otherwise the shift Leader must give clear guidance/ expectations to out-going staff managing children during this time.
- Shift leader handing over needs to manage this meeting, keep it focused, avoid discussing personal issues and keep within time limits
- Information on all children using the service from one handover to the next must be discussed, all significant information shared, explored and assessed.
- Telephones, doors and visitors must be attended to and anything missed in the handover by the staff member attending to the interruptions must be relayed to them by the shift leader of their shift at the end of handover.
- Information exchanged during the handover must be recorded on the shift planner by the on-coming shift leader

Documents

- Handover folder with handover/shift planner sheets and relevant information
- This is Me, Risk Assessments, Positive Support plans and any guidelines of children who will be in the building during the shift to be read through by any staff who have not already signed to say they have read and understood them
- Targets for the children
- Clothing Lists
- Message Book
- Diary (cross reference/check appointments)
- Petty cash and children's pocket money (if applicable)