



# Breakaway

## Waking night policy

<b>Policy Owner:</b>	<b>Ranbir Sidhu</b> (Registered Manager)
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### Policy Summary:

Regulations 6, 7, 10, 12, 13, 23, 24, 25, 31, 32, 37 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

### **1. Policy Aim**

The Guide to Children's Homes regulations defines Waking Nights as "Where a member of staff on duty at night in the unit remains awake and fully alert supervising the premises and the children at all times throughout the night".

### **2. Legislation, Central Government and other External Documents References**

Guide to Children's Homes Regulations 2015

Care Standards Act 2000

Children's Act 1989

### **3. Policy**

The waking night staff is/are to ensure that the premises are secured. Doors are locked at all times, to ensure the safety of the children, but will release if the fire alarm sounds. All windows must be closed and locked. All waking night staff must know and be familiar with the unit's Fire Procedure and all other policies within the unit. Fire Person 1 & 2 would be the waking night staff if two are on shift or the waking night staff member would be Fire Person 1 and the sleeping in person would be Fire Person 2 and they should participate in a fire evacuation drill every six months.

Waking night staff are to ensure the safety of all children in the building.

Waking night staff are to complete all relevant paperwork/forms required during their shift.

There will be unannounced night checks by management

### **4. Procedure**

Any difficulties during the night of a serious nature, the waking night and sleeping-in staff are to contact one of the management (as stated in the Business Continuity Procedure) for advice and support.

### **MEDICATION**

The shift leader is to administer medication (if needed) with the sleep-in person/additional night staff member as necessary, once they have been on training. If night staff have not been trained in Administration of Medication then the night staff are to wake the sleep-in person and call a staff member who is on the Business Continuity Procedure to come in so that medication can be administered and verified. All night staff must adhere to the policies and procedures when administering medication.

### **EMERGENCY MEDICATION**

Should it be necessary to administer Buccolam then either the night staff or sleep in person, whoever has completed the Buccolam training, may administer it as it is already pre measured. It will not need to be verified just witnessed by the staff member not administering it.

### **ACCIDENT/INCIDENTS**

If any accidents or incidents occur during the night it is the responsibility of the waking night staff to fill out any relevant forms and email to the management for processing and for informing the shift leader on the following shift so that the parent's/carer's of the children involved can be informed. Body charts would also need to be completed if necessary and then put in the box in the Manager's office.

### **GENERAL**

Waking night staff are to try and ensure that all children are asleep, and if not to support them to get to sleep. Should children wake during the night they may need support with personal care, if they come out of their room and want to play they must be encouraged to go back to bed, if they turn on the television. There is to be as little disruption as possible throughout the night.

Waking night staff must check children every twenty minutes if they have Epilepsy, at designated timescales if authorised by parent's/carer's and every half an hour for any other children. After each check has been made the individual children night record sheet must be completed. The handover sheet is to be completed throughout the night.

Waking night staff are to ensure that they have read the This is Me, Risk Assessments and Positive Handling Plan for children in the building during their shift.

Waking night staff are responsible to update the night time routine of all children in liaison with key worker.

All night duties are to be undertaken once the children are asleep. Any tasks not completed are to be handed over to the a.m. shift leader stating the reason why they were not completed.

No smoking is permitted during the night.

**Associated Policies:**

- Medication Policy
- Fire Safety Policy
- PEEPs
- Monitoring and Surveillance
- Business Continuity Plan