



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

At Breakaway, sleeping-in staff are considered *on-call* overnight and are expected to remain asleep unless woken by the waking night staff. Each night, at least one waking night staff member and one sleeping-in staff member must be present, ideally both being permanent staff (or at least one permanent member).

Evening Duties (Before Sleep)

Sleeping-in staff work until 21:45, ensuring:

- All children are settled.
- The building is secure (also verified by waking night staff during their walk-round).

Before going to bed, sleeping-in staff must:

- Complete the fire log book, recording who is in the building.
- Fill in the overnight register.
- Ensure daily records are completed and filed/updated, including:
 - Daily record sheets
 - Accident/incident forms
 - Body charts
 - Handover sheets
 - Case notes (e.g. contact with parents/carers)
 - Record, sign, and date all messages in the message book.
 - Be aware of which children are occupying which bedrooms.
 - Switch on the intercom in the sleeping-in room.
 - Ensure a thorough handover is given to the waking night staff.

During the Night

- Waking night staff will use a buzzer to wake the sleeping-in staff if needed.
- The first 30 minutes of being awake is covered by the sleeping-in allowance.
- Additional time awake to be taken as TOIL (time off in lieu).

If the sleeping-in staff member has been awake for a significant period and feels unfit for the morning shift, they must:

- Arrange cover, or
- Hand over shift-leading duties to an incoming morning staff member, explaining the reason.

Morning Responsibilities

- Sleeping-in staff must be ready for duty at 06:45.
- The sleeping-in room must be left clean and tidy.
- This room includes a bed, TV, and en suite shower/toilet.

Shift Leading

The sleeping-in staff member typically leads the next shift to ensure continuity of care, proper handover, and follow-up on any incidents.

This structure helps maintain safety, consistency, and high standards of care throughout each 24-hour period.