**West Sussex – Practice Guidance**

IROs are qualified social workers with at least five years’ experience, and who have acquired the right skills to carry out this role.

**Sleeping –In and Night Security (High Trees)**

* High Trees is a 4 bedroomed home all within the same building. Bedrooms are across 2 floors and the layout is much like any other family home.
* Staffing levels for each night shift are determined by the High Trees staffing guidelines, which consider the dynamics of the group, the individual needs of the children and the frequency of checks according to support plans.

**Staffing levels for night time shifts**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Waking Night staff  | Sleep In  | On Call (manager) |
| High Trees  |  **1\*** | **1**  | **1** |

**\*Based on the current levels of need and is regularly re-assessed**

**Handovers and night care cover**

* Residential Night Child Care Workers shifts are from 21:30 – 07:30.
* Staff will attend a Handover meeting with the Shift Leader on duty, and the staff member who is sleeping-in for that evening.

**Duties and management responsibilities**

* Overall responsibility for the children and the building lies with the Waking night, as they are the person alert and awake, and aware of what has happened overnight.
* If there is an emergency, or night staff require support or advice, the staff member who is sleeping in should be woken. This may include administering medication, children having seizures, staff issues or concerns about the building or facilities.
* There is also a Manager on call for each day and an on call rota is accessible to all staff.
* If there is a serious incident in the home, staff must contact the appropriate Emergency Service on tel: 999; this includes fire, flood, gas leak or any other serious risk to the home.
* The duties of the night child care workers are:
* Ensuring they are alert and fit for duty. It is forbidden to sleep or be in a position to induce sleep whilst on duty. Any staff member found to be in this position will face disciplinary action.
* Supervising and supporting the children in line with their Support Plan and needs
* Checking for any relevant messages when they come on duty
* Keep updated with changes to support plans, risk assessments, individual behaviour support plans, and Personal Emergency Evacuation Plans.
* Take responsibility, in partnership with keyworkers, for reviewing and updating the support plans and risk assessments specifically relating to night time.
* Complete checks of each child, in line with their night time risk assessment (frequency will vary for each individual child).
* Accurately complete the log book which must be signed off at the end of the night
* Ensuring completion of each child’s My day notes throughout the night
* Completion of household tasks as per the tasks list
* Provide a handover to the morning shift
* The supervision and support of children is the priority. In the event that household tasks have not been completed due to the needs of the children, the night staff must include an update to the Shift Leader at the end of shift (morning) handover.

**Link to related documents:**

Staffing Levels, Rotas and Handovers (High Trees)

On call arrangements