**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 (Orchard House)**

* Orchard House consists of a main building which consists of two separate units; Arundel and Bramber; and a separate building on the same grounds; The Lodge.
* Staffing levels for each night shift are determined by the Orchard House staffing guidelines, which consider the dynamics of the group, the individual needs of the children and the frequency of checks according to support plans.

**Minimum Staffing levels for night time shifts**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Waking Night staff | Sleep In | On Call (manager) |
| Main Building | **3** | **1**  (covers both Arundel and Bramber) | **1** |
| The Lodge | **1** | **1** |  |

\*with additional staffing for some children as per their assessed needs

**Handovers and night care cover**

* Residential Night Child Care Workers shifts are from 21:30 – 07:30.
* Staff will report to their allocated unit to attend a Handover meeting with the senior member of staff on duty (either the Duty Officer or the Shift Leader) and the staff member who is sleeping-in for that evening.
* The Duty Officer must ensure that there is adequate cover in all units throughout the night so will have responsibility for all final arrangements.

**Duties and management responsibilities**

* Overall responsibility for the children and the building lies with the sleeping in person.
* 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.
* 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.
* Orchard House are currently trialling a “night shift leader” role and this person will take responsibility for overseeing the duties of the night shift.
* The Night Shift Leader will be identified on the shift plan each night by a red dot and the main duties are:
* Attend handover with colleagues
* Ensure the building is secure by checking external doors are locked and windows are shut
* Ensure staff are regularly rotating between units
* Ensure all staff are regularly writing in the log book and initialling alongside their entry
* Ensure that the required household tasks are being completed in all units and that staff have identified the tasks they have completed
* Ensure that staff have been offered a comfort break during the night
* Ensure that all daily notes for the children have been completed by staff
* Attend the morning 7am handover meeting and share any relevant information with the Duty Officer and day staff
* The Night Shift Leader may decide to contact the member of staff on call for advice and support as needed. Staff who are rota’ed to be on call will be a member of the management team. *See practice guidance on ‘On call arrangements’ for more information.*
* 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
* Read the message book as soon as they arrive on duty
* Keep updated with changes to support plans, risk assessments, individual behaviour support plans, and Personal Emergency Evacuation Plans
* Complete hourly checks of each child, unless more frequent checks are required
* Accurately complete the log book which must be signed by all night staff on duty
* Ensuring continual completion of each child’s My day notes throughout the night
* Completion of household tasks as per the tasks list
* Keep each other updated with their whereabouts to enable staff to support each other
* 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 Duty Officer at the end of shift (morning) handover.

**Link to related documents:**

Staffing Levels, Rotas and Handovers (Orchard House)

On call arrangements