**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 (Teasel Close)**

* Teasel Close is a five bedroomed home in a residential area.
* There will be one waking night staff unless safeguarding issues determine otherwise when an increase would be authorised.

**Staffing levels for night time shifts**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Waking Night staff | Sleep In | On Call (manager) |
| Teasel Close | **1** | **1** | **1** |

**Handovers and night care cover**

* Residential Night Child Care Workers shifts are from 21:45 – 07:45.
* Night staff will attend the morning handover meeting which will be led by the member of staff who slept in.

**Duties and management responsibilities**

* Overall responsibility for the children and the building lies with the person who is allocated as sleeping in.
* 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, 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.
* The duties of the night care worker are;
* Ensure the building is secure by checking external doors are locked and windows are shut
* Ensure that log book is regularly updated
* Ensure that the required household tasks are completed
* Ensure that all daily recording sheets for the children have been completed
* Attend the morning handover meeting and share any relevant information with the shift leader
* 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
* Keep updated with changes to support plans, risk assessments, individual behaviour support plans, and Personal Emergency Evacuation Plans
* Complete regular checks of each child in line with their Support Plan, unless more frequent checks are required
* Accurately complete all log books/paperwork and sign when appropriate
* Completion of household tasks as per the tasks list
* 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 (Teasel Close)

On call arrangements