



TRAFFORD  
COUNCIL

# Services for Children, Young People and Families

Children in care

Children's homes

# Shift changeovers

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# Introduction

The Children's Homes in Trafford operate a rota system of residential staff to cover the staffing of the home. The manager of the home should plan the rota in order to provide a high level of care and safety to the children living at the home.

The rota should be written to allow a changeover to take place when staff go off duty and other staff arrive for duty.

The purpose of changeovers is to ensure proper continuity of care. It is important that this time is carefully managed to minimise disruption for the children and facilitate a time for planning and communication.

The rota should allow for at least one changeover meeting each day. Staff should arrive on shift punctually to ensure that changeover is not rushed. Changeovers are planned on the rota to last half an hour.

Changeovers should be afforded priority, but should not encroach on the quality of care provided whilst changeovers take place. If there are children in the home when changeover is taking place a member of staff from the team leaving the shift should not attend changeover but be available to them.

## **Staff going off duty should:**

- Ensure all recording is up to date.
- Ensure that all telephone calls have been recorded.
- Ensure that the daily tasks to date have been completed.

## **Staff coming on duty should:**

- Read the log book.
- Read the observation/running sheets.
- Ensure they know the whereabouts of all the children.
- Check the diary.
- Ensure they are aware of any tasks and appointments on the daily task sheet to complete.

Staff on early shift should also complete a cash tin check with late shift to ensure there are no discrepancies before going off shift

Staff from both shifts should share information. It is the responsibility of the staff going off duty to convey events to the staff starting a shift. This information should include all events, minor and significant, achievements and occurrences.

It is the responsibility of the senior assistant or named person managing the shift to bring together the staff coming on duty. The senior assistant or named person is responsible for allocating tasks to staff as necessary.

During staff changeovers staff need to be aware of the needs for continuity of care. Staff should also be aware of the feeling that the children may experience for example they may feel sad if their link worker has finished a shift.

Staff going off duty should avoid, as far as is possible, leaving issues with children unresolved. It is important that accurate information is passed to the staff coming on duty but a child should not be verbally challenged over events that have been dealt with by the previous shift staff.

All staff should be clear following the changeover of their allocated tasks, the whereabouts of the children, the diary, medication, contact, school attendance, if any member of staff is unsure or requires further instruction the senior or named person should ensure this is resolved before leaving the shift.