



TRAFFORD  
COUNCIL

# Services for Children, Young People and Families

Children in care

Children's homes

# **Sleeping in & night supervision**

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# Introduction

Night time can be a difficult time for many children and young people. Some may be afraid, have nightmares or difficulty in getting to sleep. It is important that staff recognise these difficulties and are available to children.

## Staff sleeping-in

Trafford employs residential child care officers who operate on a shift system which includes sleeping-in duties.

Each home has staff bedrooms used by the staff sleeping-in.

## Waking night staff

Depending on the situation/circumstance the children's homes may have waking night staff who stay awake during the night to offer a higher level of supervision.

The waking night staff start their shift at 10pm and finish at 8am the following morning.

## Responsibilities of night staff

Staff who sleep in or undertake waking nights are responsible for:-

a) The well being and safety of the residents. Staff must ensure that:

- There is recognition of the importance of a settling down period after bedtime.
- Each child/young person is settled and comfortable in bed and that individual needs have been attended to.
- Any anxieties or difficulties are responded to.
- Children have been helped or reminded to prepare items required for the next day.
- Each child/young person knows which staff are sleeping in and where the bedrooms are located.
- Lighting is adequate to promote safety.

b) The security of the building:

- All external doors and downstairs windows are locked.
- All fire doors are closed.

- All doors needing to be locked are done so e.g. office doors.
  - All filing cabinets are locked.
  - All electrical appliances are turned off and where appropriate plugs removed from sockets.
  - All gas appliances are turned off.
  - Any waste bins are carefully emptied earlier in the evening.
  - Any washing machines or tumble dryers are empty and turned off
  - The alarm system is set correctly.
- c) The handling of any problems that arise, using consultation staff must ensure that they:
- Provide reassurance to those that may need it.
  - Investigate any noise or disturbance within the home and respond appropriately. They must not put themselves or residents at any risk trying to investigate external disturbances. Inform the police of the disturbance.
  - When problems arise staff must consult with other staff sleeping-in. In serious situations staff will need to contact the On call Senior Manager
  - Staff must deal with any incoming telephone calls.
- d) General duties:
- Recording as required.
  - Preparations for the following day.
  - Have useful telephone numbers readily available.
  - Waking night staff are required when high levels of supervision are required during the night and should remain on the landing upstairs.