

Waking Night Policy

Revised by: Meloney Ison

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Overview

The waking night staff play an important role within the residential provision to ensure that all pupils are kept safe during the night time period. It is important that you understand your role and expectations when looking after pupils at Maplewell. All pupils at Maplewell have special needs. Some pupils have medical conditions and it is important that you are aware of their Health Care Plan to ensure that they are supported properly during the evening and morning period.

Expectations

- The waking night staff should ensure that all premises are secured. Front doors are locked at all times, to ensure the safety of the children and young people, but will release if the fire alarm sounds.
- All windows should be closed and locked and other external doors should be closed and locked. All waking night staff should know and be familiar with the [Fire Procedure](#) and PEEPS of the individual pupils.
- The waking night staff will potentially be the first person to be aware of a fire. It is important that you can liaise with staff who are sleeping and the emergency services. The fire drill is a regular routine procedure for pupils and staff.
- Waking night staff need to be confident in using the alarm system to access the different areas in the main school. They should be aware with the dynamics of the main building access.
- If any accidents or incidents occur during the night it is the responsibility of the waking night staff to fill in any relevant forms and put for the attention of the care staff. The child's parents/carers must be informed of any incident involving their child. Body charts would also need to be filled in with detail.
- Waking night staff need to ensure they follow safeguarding procedures and ensure they raise this with the relevant member of care staff or even contact SLT for support.
- Waking night staff will be delegated responsibilities by the care team and this should form part of their nightly routine. These tasks can include administration, H&S, washing and drying clothes.

Regular night time routines and checks will be based on instructions provided by the head of care. It will include:

- checking pupils are in their bedrooms, in their own beds
- checking any pupils with additional medical needs
- ensuring that the residential provision is secure

- Ensuring that the safety locks between doors are on
- Ensuring that behaviour is maintained throughout the whole night and morning

Further procedures and information

Any difficulties during the night of a serious nature, the waking night and sleeping-in staff should contact one of the designated managers (Head teacher, deputy head or Head of care) for advice and support.

- The waking night staff are able to administer medication with the care staff on duty, as necessary once they have been on training. All waking night staff must adhere to the policies and procedures if administering medication.
- Waking night staff are to ensure that all children or young people are asleep, and if not to support them to get to sleep.
- All night duties are to be undertaken once the children or young people are asleep. Waking night staff should check all children and young people every half an hour or every twenty minutes if epileptic and to sign on the handover sheet to say they have done so. Please see children Health Care Plans for any authorised individual variations to this rule.
- Some children or young people would need the support with personal care during the night. Staff should ensure that they follow the guidance within the 'Safeguarding policy'.
- No smoking is allowed during the night and the Waking night staff should remain in the building at all times.
- The waking night worker/s is/are to remain awake at all times and remain fully available throughout the night to supervise the children or young people and ensure the security of the unit.

Further advice and guidance will be delivered during induction. If there are any queries or concerns the waking night staff should seek advice from the care team on duty in the first instance, and if needed call the Head teacher or Head of care for further advice.

Staff should read documentation in the following areas to enhance their knowledge and responsibilities: -

- Health and Safety policy
- Fire evacuation procedures
- PEEP's
- Safeguarding policy
- Administration of medicine
- Staff code of conduct