



# FARNEY CLOSE SCHOOL

## Staff sleeping in and night-time supervision Policy

<b>Date Published</b>	<b>November 2019</b>
<b>Reviewed</b>	<b>March 2026</b>
<b>Review due</b>	<b>March 2027</b>

<b>Approval Level</b>	<input type="checkbox"/> <b>Governing Body</b> <input checked="" type="checkbox"/> <b>Principal to Determine</b>
<b>Signed</b>	
<b>Role</b>	<b>Principal</b>
<b>Date Approved</b>	

Farney Close School acknowledges its duty of care to safeguard, protect and promote the welfare of children and is committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice. This knowledge has informed the writing of this policy.

## **Introduction**

Farney Close has a duty of care to young people throughout the 24 hours whilst young people are in residence at the school. Bedtimes are an important transition point, and it is often a time that creates anxiety for the young people we care for. As such, issues likely to cause disturbance will be identified in each child's Individual Risk Assessment and Behaviour Support Plan so staff know how best to support them. The importance of such routines should be incorporated into the culture of the house unit so that every young person knows, as exactly as possible, what each bedtime will be like.

## **Staff sleeping in duties**

Prior to any staff carrying out sleep-in and night duties; as part of staff induction, all education and care workers must receive induction in the following policies and procedures

- Fire and Emergency Procedures.
- Statement of Principles and Practice.
- Safeguarding and Child Protection.
- Recording and reporting using the schools Management Information System and daily logs.
- First Aid and Medication.
- On Call Arrangements.
- When and how to initiate the CCTV.
- When and how to check the CCTV.
- Where and how to record the CCTV checks.

In addition, the Head of Care must ensure that:

- a. Staff carrying out such duties are fully aware of each young person's particular care arrangements as detailed in the child's EHCP, Care Plan and their Risk Assessment and Behaviour Support Plan.
- b. That via a completed individual Risk Assessment such duties are commensurate with the needs and safety of both the young people and staff carrying out such duties.
- c. That staff have been inducted by the Head of Care and / or Senior staff in respect to duties involved in such tasks.
- d. That staff always have access to "on call" support from a manager or senior. All sleeping in rooms have a list of other houses numbers and the number of the senior RSCW on call. This person undertakes their on-call duty in the staff room facility (Colebrooke House).
- e. That the Head of Care and or senior staff debrief staff after carrying out such duties for the first time to clarify any outstanding matters and to be assured that it is safe for such staff to undertake such responsibilities and that such discussions are recorded in the staff's supervision notes.

- f. The “Risk Assessment regarding Night-time on residential units – Keeping Safe” is referred to by all staff and control measures followed at all times.
- g. That the member of staff is judged to be experienced and settled at Farney enough to be able to undertake a sleeping duty. This will fall to the Head of Care or Assistant to the Head of Care to make this decision.
- h. The use of CCTV on each House unit is evaluated each half term and a decision made as to whether it still needs to be activated each night, dependant on the individual risk factor on each House.
- i. Parents, carers and Local Authorities placing young people with us are all aware that CCTV is placed in the communal corridors of each House unit.

### **Staff use of overnight crash rooms**

For those staff who do not undertake a sleeping in duty but finish late and return to work early the following morning, the school offers 'crash room' sleeping facilities.

The rooms are available on a first come, first served basis.

To book a crash room you must:

- Access the booking form via Microsoft Teams.
- Enter your full name in the correct place.
- You are permitted to book a room no more than 3 weeks in advance.

There are two communal crash rooms and bathrooms available, located in the school's staff room (Colebrooke House). It is the responsibility of everyone using the crash rooms to ensure that the room they use is kept clean and tidy and free from personal belongings.

Because the amount of crash rooms is limited, there is a booking procedure in place which supports safeguarding for the school. By this we mean we can account for all people staying overnight at the school.

In the unlikely event that there is an emergency during the night, staff using the crash room facilities should be prepared to be called upon to support.

### **Conclusion**

Staff undertaking such duties do have a primary role for the care and protection of young people. Staff must maintain the same professional standards as are expected during the day for young people. To support the staff in carrying out their duties, the Head of Care will ensure that there are effective 'on-call' arrangements in line with the Farney Close policy and procedures.

Farney Close Policies and guidance that further support sleeping in duties are:

- Farney Close Child Protection and Safeguarding Policy
- Child Protection / Staff Protection document
- Risk Assessment regarding Night-time on residential units – keeping safe.
- CCTV Policy

- Fire Risk Assessment
- Health and Safety policy
- Lone Working Policy
- Safety and Disaster Management Policy
- Site Access and Egress Policy
- Lockdown Policy and Procedure
- Supporting Young People with their Behaviour Policy.
- Procedure for securing the main building at night – which is applicable to securing the residential Houses as well.