**Waking Night**

**Waking staff are agreed and funded to ensure the safety of and meet the needs of the child.**

* 1. **Requirements for Outreach Staff**

Staff are required to stay awake at all times and remain fully available throughout the night to attend to the needs of the child they are supporting.

Support workers must abide by the guidelines set out in the child’s PCP (person centered plan) and Risk assessment; copies of which will be sent to the support worker prior to support starting. There will also be a copy of the relevant documents held in a file in the child’s home.

* Outreach coordinators/ Manager will hold an on-call phone during the night, and will be available on the end of the phone in an emergency situation if needed.
* All staff are to be familiar with the emergency evacuation point of the home, and the fire exit route of the property.
* Support workers must meet the nutritional and hydration needs of the child at night time as detailed in the child’s PCP.
* If providing wrap around care for a child, the support worker must provide a verbal handover to the relief worker, sharing any relevant information, including medication, behaviour
* It is the support workers responsibility to ensure their nutritional and hydration needs are met.
* Support workers are able to bring provisions to ensure that they stay awake during their support session, however the use of headphones is not permitted at any time.

Night-time work is subject to employment law like any other kind of work. Under the Working Time Regulations 1988, a night worker is one who normally works for at least three hours between 11.00pm and 6.00am and should not work for more than an average of 8 hours in a 24-hour period over a further period of 17 weeks (with some flexibility over the period in which average working hours can be calculated).

* 1. **Requirements from Parents/ Carers**

Parents/ Carers are required to provide a comfortable chair/ area for their support worker, allowing them to monitor their child appropriately.

* If the support worker is to reside downstairs during support, adequate lighting must be provided.
* Workers must have access to a toilet at all times during support.
* A monitor (audio or visual) must be provided to ensure that the worker can see your child at all times, without the risk of disturbing their sleep.
* Support workers must be made aware of any food and drink requirements that your child might have. This must be readily available and in an accessible place.
  1. **Waking night procedures**
* Where possible the door to the child’s bedroom is to be left open to allow for visual checks.
* Hourly checks on the child must be completed and documented on the paperwork provided.
* If the child needs repositioning/ medication/ personal care checks then this may need to be more frequent. This will be detailed in the Person centred Plan.

Document last reviewed: September 2023

Reviewed by: Jo Austin

Next review date: September 2024