**WAKING NIGHT STAFF POLICY**

**Name: Care Stream Limited**

**Policy Statement**

This policy is intended to set out the values, principles and policies underpinning this organisation's approach to its waking night staff. All waking night staff must adhere to this policy. Failure to do so could result in disciplinary action.

**Aim of Policy**

The aim of the organisation's selection procedure is to ensure that the most suitable candidate is chosen for waking night duties.

**Working Hours**

The hours for waking night staff will be a 12-hour shift with a one-hour break

Number of nights agreed depends on the rota that complies with the Working Time Directive 1998 and the individual staff members’ contract.

**Duties**

Duties include the following;

* Service users are checked on a regular basis at our Learning Disability services and dependent on support requirements at our Mental Health (as per clients’ consent)
* Administration of medication as per MAR’s
* Domestic tasks such as laundry, ironing, and cleaning. This will include mopping of floors, cleaning of cupboards, office area, communal kitchen, communal lounges, staff toilets etc.
* Appropriate regular security checks
* All duties will be within the job description and fully detailed in relation to infection control
* All resident checks where agreed must be documented

**Safeguarding**

In order to promote the safeguarding and protection of the residents, this post is subject to summarily dismissal if the post holder is found to be absent or asleep whilst on duty. Absent is taken to mean without permission. Summarily dismissal will take place after the full employment law requirements are in place and our disciplinary process is followed.

**Entry to the establishment**

**As part of their waking night duties, staff must ensure that appropriate checks are undertaken before anyone is allowed into the premises. All visitors should be asked for some form of identification that includes visitors from the Local Authority, contracts monitoring service, police and any representative from the utilities sector. The Director of Operations and Service Manager may enter the premises at any time during the night.**

**Records**

Waking night staff are required to complete all relevant records which include support and goal plans, risk assessments and daily logs during their shift. These records form part of the General Data Protection Regulations 2018 and are to be completed and recorded as required throughout the night.

**Emergencies**

All waking night staff will be made aware of their responsibilities regarding emergencies and the management support available to them during their shift.

**Disciplinary**

In the event that Service Managers and the Director of Operations have carried out checks to the property and have observed a member of staff sleeping or ‘nesting’, this would involve the member of staff being suspended immediately with a view to an investigation being carried out. As part of the investigation outcomes, the member of staff may find themselves subject to a first written warning, a final written warning or instant dismissal.

**Training**

All waking night staff will undertake training as per company policy.

This policy will be reviewed annually by the Registered Manager.

Signed:

Dated: