

Sleeping in and Night Security Policy

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Regulations and Standards:

The Children's Homes Regulations 2015:

- Regulation 14 - The care planning standard.
- Regulation 31 - Staffing of children's homes.

Relevant Policies:

'Bedrooms Policy'

'Positive Behaviour Support Policy'

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1. Introduction:

As identified in our model of care, HND Children's Care Ltd recognises that the care of children is a 24-hour and 365-day activity. Bedtimes are an important transition point, and it is often a time that creates anxiety for children as they contemplate being alone with their



thoughts, memories, and feelings and these can significantly impact on them. As such, issues likely to cause disturbance will be identified in each children's Risk Assessment and Behaviour Management Plans, and an individual routine developed and identified within their Placement Plan (Day to Day care), which will enable them to settle most effectively. This will include an understanding of the culture of the house regarding the bedtime routine so that every child knows, as exactly as possible, what each bedtime will be like. This needs to include a clear time for bed which all staff must adhere to.

2. Sleep-in and Night-time Supervision:

Suitability of Staffing:

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

- Fire and Emergency Procedures
- Statement of Purpose and Function
- Safeguarding & Child Protection
- Recording methods including Case and House Records Awareness
- First Aid and Medication
- On Call Arrangements

In addition, the homes manager must ensure that:

- Staff carrying out such duties are fully aware of each child's particular care arrangements as detailed in the child's Placement Plan.
- That via a completed individual Risk Assessment such duties are commensurate with the needs and safety of both the children and staff carrying out such duties.
- That staff have been inducted by the manager and or senior staff in respect to duties involved in such tasks.
- That staff always have access to "on call" support from a manager or senior.
- That the manager 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.
- Staff undertaking such duties do have a primary role for the care and protection of children.

Staff should understand that:

- night-time
- bedrooms
- trying to sleep
- being alone

All can cause anxiety for some children and may lead to individuals experiencing difficulties



at night-time. Staff must maintain the same professional standards as are expected during the day for children.

To secure positive aspects of service delivery in the above elements, the following are important factors that need to be implemented by the home manager:

- Effective 'on-call' arrangements.
- Staff to be familiar with Procedures and Guidelines.
- Staff should be familiar with individual children's needs, 'rituals' and routines; both before going to bed, settling, and being woken in the morning (see Child's Placement Plan).
- Staff must know where important telephone numbers are, for example Police, EDT, GP, Hospital etc.
- Staff must record all events as guidelines, report any concerns, for example bullying, exploitation, suspected physical and sexual abuse.
- Staff must not hesitate to call for assistance from staff on sleep in and or seek advice from on call senior staff.
- Staff ensure that the building is secure.

All staff, when carrying out these duties must uphold the principles of:

- Fulfilment
- Dignity
- Individuality
- Choice
- Independence
- Rights

In addition, staff:

- Must not go into bedrooms of children and close the door behind them. - When dealing with personal issues should seek staff of same sex as the child, to avoid the individual being uncomfortable and or embarrassed.
- Must avoid, at all times their behaviour being interpreted as having any sexual connotation.
- Must maintain proper level of supervision of children, always.

Staff undertaking 'waking night' duties MUST not sleep on duty.

3. Waking Night Staff:

Waking Night Staff have a specific role within the care task. With the support of the care staff, they ensure safe keeping and general wellbeing of the children throughout the night. This would include:

- Carrying out a series of regular checks of the house throughout the night and record significant occurrences in the Daily Record. in the child's day notes and handover log.



- Attend to the needs of any children who experience distress or difficulty sleeping etc. during the night. Waking Night Staff are expected to call on the sleeping-in staff in this regard if required.
- Dispense medication in line with set procedures and guidelines as required.
- Undertake relevant training and supervision as directed.
- Prepare Uniforms for the morning if required.
- Attend specific meetings as required.
- Cleaning duties
- Health and Safety checks

4. Sleeping-in Staff:

Where there are no 'waking night staff', the expectation is that two people (two members of the evening team) will sleep in and will be responsible for listening out for children and making sure their needs are met during the night. There may be some nights which are very busy, and sleep-in staff might need to stay up the whole night, if, for example, children are being disruptive or are missing from HND Children's Care Ltd care. Sleep-in staff may need to contact the on-call person for more assistance.

It is HND Children's Care Ltd hope and aim that we can create positive routines for HND Children's Care Ltd, children to avoid any disruptions in an evening.

5. Norms and Boundaries:

Many of our children have developed disordered sleeping patterns which affect their capacity to function throughout the day. It is important for their physical and emotional health that we succeed in helping them to establish a healthier balance within this area and that is why bedtime boundaries must be adhered to.

6. Suppertime:

It is important that children do not go to bed hungry or feeling empty and each home will have its own suppertime routine. Whilst in some circumstances staff may feel it is not nutritionally healthy for individuals to eat near bedtime, in the experience of HND Children's Care Ltd it has shown there are beneficial effects of ensuring children do not go to bed feeling hungry. For these children suppertime symbolises a full comfortable, cared-for feeling and helps children to endure the loneliness of the night. Staff members need to take seriously the need to provide comforting nutritious food at supper time accompanied with a warm or cold drink.

7. Night-time Waking:

Despite all these measures children may wake in the night. Staff should help them to return to their rooms / beds with as little fuss as possible. This will most often require a firm reassuring quietness, and often no more, but sometimes children will need more attention, and possibly a conversation. Although staff will need to use their own judgment, all



instances need to be discussed so the staff group can ascertain where children are in real need, and where it is important for staff to help individuals quickly back to sleep rather than encourage habits of night waking.

8. Wake Up Call:

Getting up can be a major daily transition. It is to be anticipated that the children may exhibit reluctance to 'face the day' and will require significant input from adults. Plenty of time needs to be given to helping the children to wake, dress, and have breakfast and prepare for the day. Many children find it very difficult to get up, especially those in a low mood. If possible, it is helpful to wake up as naturally as possible, and staff should start the routine by moving around the building so children can hear them. They will then need to knock on each child's door, saying good morning. Each child will then need a different amount of support - some may need a bath running, or clothes fetching, or a short chat. Some will prefer their curtains opening sooner rather than later; others will need a lot of firm encouragement to face the day and may try all sorts of things to avoid it. Care plans should always be consulted as should the value of experienced staff. Unless very obviously unwell, staff should endeavour to get all the children up for breakfast, as making it this far will often be the key to managing the rest of the day.

9. Bedrooms and Entering a Young Person's Bedroom:

See: 'Bedrooms Policy'

Bedrooms must be respected. Staff should be aware that they respect the children's own personal space and integrity. Therefore, they should not be intruded into or burst in upon. Staff members must always knock before they enter a child's bedroom. Children must never be locked in bedrooms (or indeed in any other room). Staff must respect the individual's possessions and come to know where they belong and which items it is alright to put away and which should be left as they are found.

10. Night Security:

The household security measures that any member of staff would expect to take at home, therefore, also applies at work. These might typically include:

- All external windows and doors are to be locked and secure.
- All fire exits should be clear from obstruction.
- All house vehicles should be locked and secure.
- All car keys must be locked safely away.
- All toys and bikes should have been brought in from outside.
- All external buildings should be locked and secure.
- All sockets turned off.
- Internal fire doors shut.
- All offices should be locked.
- All knives and cleaning materials should be locked away in appropriate cupboards.



- All keys and the house mobile should be signed over and located with sleep-in staff.
- Bins to be emptied last thing at night.
- Door alarms to be set once all children are settled (if applicable).

HND Children's Care Ltd homes are not registered as a secure unit so therefore are not permitted to lock doors to keep children in the building or within a room inside the building. Similarly, force cannot be used to prevent a child from leaving the building, unless they are at risk of immediate harm and physical intervention is necessary to prevent harm to themselves or other people.

See: ['Positive Behaviour Support Policy'](#).

Physical restrictions on normal movement in the home can only be used where identified in the Care Plan / Placement Plan and only where it is necessary to safeguard and promote the individual's welfare.

Any unauthorised locking of doors will lead to disciplinary action. It will be seen as a Child Protection issue and will need to be referred as such.

However, the following security arrangements can be used to promote safety and security:

- Additional catches are fitted to bedroom windows and to some of the outhouses / sheds.
- Staff MUST always carry keys with them.
- Children are not to open the door to visitors or leave the building without the permission of a responsible adult.

Security will be enhanced by the amount of supervision provided by staff. Where there are concerns about the child leaving the building without permission then this must be reflected in the amount of supervision and free time allowed. This should be discussed at children's meetings, team meetings and in supervision.

End.