

Rostering and Handover Policy

Version number:	Version 1	Document owner:	HND Children's Care Ltd.
Version Date: Review Date:	January 2026 January 2027	Document ID number:	8.3 Rostering and Handover Policy
Version expiry:	January 2027	Document classification:	Final
Version status:	Live document		

Regulations and Standards:

The Children's Homes Regulations 2015:

- Regulation 13 – The leadership and management standard.
- Regulation 33 - Employment of staff

Relevant Policies:

'On-Call Policy'

Contents:

1. Introduction
2. Policy

1. Introduction:

This HND Children's Care Ltd policy provides guidance on rostering of staff and the effective use of handovers.

2. Policy:

The home's manager / designated person must ensure that the rota includes suitable time for a handover of information from one staff team to any new staff coming on shift. The manager of the home should ensure that each shift comprises at least one staff member who is of sufficient understanding and experience to lead the handover.

If there are children present in the home at the time of handover, one person from the shift going off duty should be delegated to the task of supervising them until handover is completed.



Handovers are a crucial part of your work and if conducted properly will increase your effectiveness. The provision of multiple carers in a residential environment means it is difficult to ensure continuity of care and this can impede the ability to provide quality care for Children.

Environments with multiple caregivers also increase the opportunity for children to split staff and to manipulate situations as part of their coping strategies. It is therefore important to give sufficient time to give and receive information during a handover, and to update yourself as to the focus of work consistent with children's individual Placement Plans.

All HND Children's Care Ltd staff should be familiar with the company's Policy and Practice Guidelines on the maintenance of case files, logbooks, and other written / documented records within the home. The information contained within these written records will form a significant part of each handover.

HND Children's Care Ltd Staff need to undertake the following tasks in preparation for or during the handover period.

The incoming staff need to:

- Check any petty cash and sign to confirm the balance before the outgoing staff leave.
- Read the handover book / documentation.
- Read the daily logs since they were last on shift.
- Check the diary for any appointments / visits etc.
- Ensure all keys are handed over to staff coming on duty.
- Refresh knowledge of young person's Care Plan, risk assessments and any additional Care Strategies prior to working with the children.

The outgoing staff need to:

- Ensure that the daily log sheets, diary, and handover book are completed and up to date.
- Ensure any incident reports are completed and that incidents, sanctions or complaints have been entered in the appropriate logs. Ensure the Home's Manager is made aware of these.
- Check the home for tidiness and provisions.
- Check condition of vehicles.
- Hand keys over to staff coming on duty.
- Try to anticipate issues and problems likely to surface during the next shift based upon your experience of your shift and any information handed over to you from a previous shift. Pass this on to your colleagues.
- Handover any information you were unable to hand over whilst the young person was there (you must justify why this was not shared with the young person)

Each HND Children's Care Ltd house must have a handover sheet designed to operate as a checklist / aide memoire to ensure that all tasks are undertaken, and appropriate information shared.



End.