

MODULE I - TRAINING

NIGHT SHIFT SECURITY

On arrival to commence your shift:-

- check with O.I.C. of shift to obtain any concerns that may arise overnight.
- check the section numbers of trainees, how many in section and if any are OUT, how many, and what time they return.
- read your Report/Continuity book.
- those going off duty (day shift) collect their keys and lock away in safe immediately.
- make up your bedroom book.
- inform day staff that you are going to check bedrooms.
- check bedrooms as per section procedure.
- assist day staff to put boys to bed
- check all bedrooms and ensure that each boy is in his correct bedroom.
- check all bedroom doors and ensure they are locked
- let the remaining day staff off duty out of the section (collect their keys and alarms before they go).
- lock all keys away (COUNT each set and record the amount is correct in your Report book).

From the time the last day officer goes off duty, you then patrol the bedroom passage area, checking all bedrooms. This takes place up to approximately 12 midnight. From 12 midnight to 7.30am you are to do half ($\frac{1}{2}$) hourly checks on all bedrooms. These checks are to be recorded and each check is to be signed. During this period of your shift, you are to do all the relevant paper work as per section standing orders. Also, to carry out any other instructions as given. Trainees rely on you as a caring, alert person who has the ability to assist them with their needs.

Trainees become concerned/agitated when locked into a single area, thus some form of problem behaviour arises.

One of the most common problems for night shift workers is drowsiness. If this occurs, get up and do something physical (this does help).

Most sections have some form of their own security rules, for example, Poplar House and Class "A" have a security grill dividing section to bedroom area with two officers on duty. This allows one officer to attend to bedroom needs with a bedroom key only. The other officer observes from the opposite side of the locked security grill. Other sections only have one officer on duty, therefore, they require the assistance of an officer who works in an adjacent section to assist when opening a bedroom door.

DO NOT open a bedroom door without another officer in the section.

Only ONE trainee allowed out of a bedroom at any one time.

If a fire occurs, press the M.F.B. alarm, notify the Night Senior, notify the nearest section. If boys have to be woken and removed to a safety area, do this without panic, be methodical and at all times make sure they are supervised. Have someone available to let the M.F.B. officers into the section.

ANY incidents that arise, contact the Night Senior.

If a report is required, this is to be done before going off shift.

Remember your role is to ensure that all trainees/wards in your care are:-

1. Accounted for at all times.
2. That all their needs are met (to the best of your ability).
3. That you maintain good order and management.

The current regulations state :

REGULATION 251 - COMMUNITY WELFARE SERVICES

"All officers shall ensure that they remain alert and observant on duty, and that their faculties are not impaired in any way that may interfere with the performance of their duties".

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