



Bed Check Policy

Related documents include:
<ul style="list-style-type: none">• Student Handbook• Missing Student Policy
Legal Status:
Monitoring and Review
<ul style="list-style-type: none">• This policy will be subject to continuous monitoring, refinement and audit by the Principal• The Principal will undertake a formal annual review of this policy for the purpose of monitoring and of the efficiency with which the related duties have been discharged, by no later than one year from the date shown below, or earlier if significant changes to the systems and arrangements take place, or if legislation, regulatory requirements or best practice guidelines so require.
<ul style="list-style-type: none">• The next official date for review is January 2019

Introduction

Bed checks, as the name suggests, is when we check each student is present in their room at the end of the evening. These are an essential part of the safety and security procedures within the College and must be observed strictly and recorded, in accordance with the following guidelines.

Checking of the students

- All students must be in the room shown on the Bed Check.
- Student must be washed, changed and ready for bed
- The student must be physically seen by a member of staff and not simply assumed they are in their room, as for example, staying under a blanket or answering from behind a door.
- Students aged under eighteen must be told not to leave their room until morning (unless they wish to use the nearest communal bathroom) and the light must be turned off
- Students aged over eighteen may leave their light on, but must not cause disturbance to anyone inside or outside the boarding houses.

Checking of the rooms

- Ensure that all basic facilities within the room are fully operational, such as windows, lights, door locks & taps
- Ensure that the rooms are tidy and that in particular no items are left on the floor. The cleaners are unable to do their job unless this has been done.

Produced by:	CS	Date:	31/01/2017	Checked by:	MW	Date:	09/01/18	Approved by:	MW	Date :	09/01/18
--------------	----	-------	------------	-------------	----	-------	----------	--------------	----	--------	----------



Checking the house

- Ensure all taps, showers, all lights in all communal areas are turned off. Ensure all windows and doors are shut. In particular windows on the ground floor to be securely locked.
- Any damage, including light bulbs that need replacing, should be recorded on sheet attached to the Bed Register for transfer to the maintenance book in Student Services.
- Complete the attached fire check sheet

When Bed Checks have been completed the file must be left outside the room of the member of staff in charge or in an agreed place if not.

IMPORTANT because..... In the event of the fire alarm going off, the member of staff will use the Bed Check as a register of who is in the house.

If a student is missing at Bed Check...

If the student is **under 18 years old**,

- Continue to search and make every effort to locate the student
- Check with their friends, use this as a guide, **but do not accept what you are told without double checking**, e.g. 'he has gone to his guardian'
- Ask other staff
- Contact the Duty Manager who will:
 - ☐ Inform the police if the student has not been found two hours after the specified Bed Check time
 - ☐ Inform the parents and agents the next morning if the student has not been found
 - ☐ Contact Social Services the next morning if the student has not been found

If the student is **aged 18 or over**,

- Continue to search and make every effort to locate the student
- Check with their friends; use this as a guide **but do not accept what you are told without double checking**, e.g. 'he has gone to his guardian'
- Contact the Duty Manager who will:
 - ☐ Inform the police if the student has not been found twenty-four hours after the specified Bed Check time
 - ☐ Inform the parents and agents the next morning if the student has not been found

Produced by:	CS	Date:	31/01/2017	Checked by:		Date:		Approved by:		Date :	
--------------	----	-------	------------	-------------	--	-------	--	--------------	--	--------	--