Overnight Companionship Policy

PRN-90: **Overnight Companionship Policy**
Company Name: AI Auto-Tech Ltd
Trading/Business Name: CAREHOPES
Company Registration Number: 15556946
SIC Code: 88100 – Social Work Activities Without Accommodation for the Elderly and Disabled
Email: admin@carehopes.com
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1. Introduction

Overnight companionship is a specialised service requiring heightened vigilance, professional conduct, and strict safeguarding awareness. Clients who require overnight support may present increased vulnerability, environmental risks, or emotional needs. This policy establishes the standards, expectations, and procedures for all TC companions assigned to overnight duties.

2. Purpose of the Policy

The purpose of this policy is to:

- define overnight companionship standards
- ensure client safety throughout the night
- outline waking-night expectations
- establish professional boundaries
- clarify sleep arrangements during travel
- ensure safeguarding compliance
- standardise documentation and reporting requirements
- prevent misconduct and operational risk

3. Scope

This policy applies to:

- companions
- volunteers
- staff assigned to overnight duties

- supervisors overseeing overnight assignments

4. Definitions

4.1. Overnight Companionship

A companionship session delivered between **8:00 PM and 7:00 AM**, requiring continuous presence and professional support.

4.2. Waking Night

A night shift where the companion must remain **awake, alert, and available** throughout the entire duration.

4.3. Sleeping Night (Not Offered by TC)

TC does **not** offer sleeping nights. Companions must remain awake at all times.

4.4. Safety Check

A structured assessment of the client's environment to ensure safety during the night.

5. Night Rate Rules

- Overnight companionship runs strictly from **8:00 PM to 7:00 AM**.
- Night rates apply only within this timeframe.
- Any hours outside this window fall under standard hourly rates.
- Waking nights require **continuous alertness** — sleeping is strictly prohibited.
- Companions must not lie down, recline, or engage in sleep-like behaviour.

6. Waking Night Expectations

Companions must:

- remain awake throughout the night
- remain alert and observant
- remain available for client needs
- maintain professional behaviour
- avoid distractions such as movies, prolonged phone use, or personal entertainment
- avoid any activity that reduces vigilance

Failure to remain awake constitutes **serious misconduct** and may result in suspension or termination.

7. Roles & Responsibilities

7.1. Companion Responsibilities

Companions must:

- conduct safety checks
- monitor client movement
- provide emotional reassurance
- support nighttime routines
- maintain professional boundaries
- document all relevant observations
- escalate concerns immediately

7.2. Supervisor Responsibilities

Supervisors must:

- ensure companions are briefed
- confirm assignment details
- review documentation
- respond to escalations
- ensure compliance with safeguarding protocols

8. Safety Protocols

Companions must:

- conduct a pre-night safety check
- ensure doors and windows are secure
- check lighting and trip hazards
- confirm heating and ventilation
- maintain awareness of client movement
- avoid leaving the client unattended
- report emergencies immediately
- follow TC safeguarding escalation procedures

9. Professional Boundaries

Companions must not:

- share beds or rooms with clients
- sleep during waking nights
- engage in personal conversations beyond companionship scope
- accept gifts or money
- perform personal care tasks
- handle client finances
- share personal contact details
- engage in romantic or intimate behaviour

Boundary breaches constitute **gross misconduct**.

10. Sleep Arrangements During Travel

When travelling with clients:

- companions must be provided a **private room**
- companions must **never share a room** with clients
- companions must maintain professional boundaries at all times
- companions must ensure their room is safe and secure
- companions must not sleep in shared spaces such as lounges or client bedrooms

Failure to comply may result in removal from travel assignments.

11. Safeguarding Requirements

Companions must:

- prioritise client safety
- remain vigilant for signs of distress
- monitor environmental risks
- report safeguarding concerns immediately
- avoid unsafe environments
- avoid alcohol consumption during duty
- avoid entering client bedrooms unless necessary for safety

Safeguarding violations may result in immediate suspension.

12. Documentation Requirements

Companions must complete:

- night activity logs
- safety checklists
- incident reports (if applicable)
- morning handover notes

All documentation must be submitted before **10:00 AM** the following day.

Documentation must be:

- accurate
- objective
- factual
- free from personal opinion

13. Prohibited Actions

Companions must **never**:

- sleep during waking nights
- leave the client unattended
- use client phones
- use client credit/debit cards
- perform digital transactions
- store client data on personal devices
- engage in personal entertainment that reduces vigilance
- consume alcohol or intoxicants
- allow visitors during overnight duty

These actions constitute **gross misconduct**.

14. Legal & Regulatory Compliance

This policy aligns with:

- UK safeguarding legislation

- Data Protection Act 2018
- UK GDPR
- TC confidentiality and professional boundaries policies
- TC digital security policies

Companions must comply with all legal and organisational requirements.

15. Disciplinary Consequences

Non-compliance may result in:

- retraining
- formal warnings
- suspension
- removal from overnight assignments
- termination
- safeguarding escalation
- legal referral (if applicable)

16. Amendments

TC may update this policy to reflect:

- legal changes
- safeguarding updates
- operational improvements
- governance decisions

Updates will be communicated through official TC channels.