

# Sleepovers and Spare Rooms Procedure

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<b>P&amp;P Review Group Approval Date:</b>	April 2025	<b>Related Policy</b>	N/A
<b>Owner:</b>	Regional Manager	<b>Department:</b>	Care and Support
<b>Issued To:</b>	<input type="checkbox"/> Board of Management <input checked="" type="checkbox"/> All Staff <input type="checkbox"/> ET/LT <input type="checkbox"/> Head Office Managers <input type="checkbox"/> C&S Managers <input type="checkbox"/> Department/Other: _____	<b>Method of Delivery:</b>	<input checked="" type="checkbox"/> Annual Declaration LearnPro Individual Sign Off <input type="checkbox"/> Board Portal
<b>Stakeholder Consultation</b>	<input type="checkbox"/> All Staff <input checked="" type="checkbox"/> Customer Engagement <input type="checkbox"/> Union <input type="checkbox"/> Employee Voices Group <input type="checkbox"/> Head Office Managers <input checked="" type="checkbox"/> C&S Managers <input checked="" type="checkbox"/> Department/Other: Housing/Finance	This procedure will be reviewed every <b>5 years</b> from the date of implementation or earlier if deemed appropriate. If this procedure is not reviewed within the above timescale, the latest approved procedure will continue to apply.	

## Version Control

Date	Owner	Version	Reason for Change
March 2025	Regional Manager	2.0	Cyclical Review

## Summary of changes

Section	Change
1.0	Added in electrical items and large electrical items Added in need for food storage Clarification of document storage and in use documents
1.1	Added in clarification regarding a suitable bed Added in need for washing and drying facilities for bedding Added in need for adequate heating and lighting

	<b>Added in agreement to use bathing facilities</b> <b>Added in potential need for locked storage for staff belongings</b>
<b>1.2</b>	<b>Added in need for double bed in exceptional circumstances</b> <b>HMO changed to shared properties</b>
<b>2.1</b>	<b>Purchased changed to support</b> <b>Added in that individuals with an In Trust account will be invoiced</b>
<b>2.2</b>	<b>Price for Mattress included</b> <b>Prices reviewed and updated.</b>
<b>2.4</b>	<b>Added in annual monitoring of sleepover inventory and purchase record</b>
<b>2.5</b>	<b>Added in potential pest control costs</b>
<b>Appendix 1</b>	<b>Changed to Sleepover inventory and purchase record</b>

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## 1.0 Introduction

As part of an individual's care and support, staff may be required to be available during the night. There is a variety of ways that the individual's need for this may be met, including a sleepover, where staff sleep in the supported person's house or nearby and are woken to provide support if needed overnight. This procedure sets out the expectations for the use of rooms used for staff to sleep in when providing this type of support.

This procedure standardises the responsibilities and expectations for rooms used for staff to sleep and is reflected by the Service Agreement (see: **CS02 Good Life Planning**) and replaces any historic arrangement previously agreed, to ensure that the process is fair for everyone.

### 1.1 General

Any room used for staff to sleep in must be of a good standard, in good repair and safe for use. This includes any fittings, furniture and décor in the room; for example, excessive wear on a carpet that creates a trip hazard must be replaced. A suitable bed must be provided and cannot be a camping or airbed. Where staff are required to share bedding supplied by the supported person then washing and drying facilities must be provided. There should be adequate heating and ventilation.

Staff will require to use a supported person's bathroom whilst supporting them at home. If the supported person and/or their guardian or representative agree that Ark staff can use the bathing facilities i.e. shower, then this must be detailed in the individual's Good Life Support Plan (see: **CS02 Good Life Planning**)

The room may have a lock if this is needed to ensure staff safety or privacy during the sleepover shift. This must be agreed between Ark, the supported person and/or their guardian or other representative and can be a simple bolt. The need for this must be detailed in the individual's Good Life Support Plan. Staff must not use this lock at any other time.

If there is a possibility of a supported person accessing staff belongings whilst they are on shift a locked storage space should be provided. This must be agreed between Ark, the supported person and/or their guardian or representative. The need for this must be detailed in the individual's Good Life Support Plan

It is not acceptable or appropriate for spare rooms used for staff sleepovers to be used as storage for staff personal belongings out with what is required for that shift. Staff must remove all personal belongings and electrical items from the spare room at the end of their shift. Staff are not permitted to bring in large electrical items i.e. TVs, heaters. If staff require a suitable storage place for food items during a shift i.e. fridge or freezer this will be agreed between Ark, the supported person and/or their guardian or other representative.

The need for this must be detailed in the Individual's Good Life Support Plan (see: **CSO2 Good Life Planning**)

Spare rooms should not be used as makeshift offices. This means that there will no storage of Ark documentation or equipment unless it relates specifically to a document a supported person has asked for or is an in use working document i.e. recording sheet. Anything required of this nature by the staff member should be taken with them to and from the sleepover shift.

## 1.2 Tenancy Types

Supported people living alone with own tenancy / living with family / homeowner are responsible for paying for the decoration, fittings, furniture and furnishings required for their support workers to spend the night in their spare room. In exceptional circumstances there may be the requirement for a double bed. This would be agreed with Ark, the supported person or guardian or representative and detailed in the individual's Good Life Support Plan

Supported people who share a home together in an Ark a shared property and share the use of a sleepover are responsible for sharing the costs of all decoration, furniture and furnishings required.

Supported people sharing a home in a non-Ark shared property will agree with their landlord regarding décor. It is likely that the landlord will require their tenants to be responsible for the furniture, furnishings and décor.

In the case of an individual providing the spare room for staff use where the sleepover support is shared between them and others living elsewhere, the cost of décor (including floor covering) and upkeep of the room is the responsibility of the tenant, and the costs of furniture and furnishings spilt between those who are using the support.

Supported people living in a care home - all costs of décor, furniture and furnishings are covered by the overall charge for living in the care home. Residents will not pay any further costs for the upkeep of the room used for staff sleepovers.

Where an office is used for staff to sleep in, it is the responsibility of the Ark service to maintain the décor. It is the responsibility of those using the sleepover support to share the costs of the furnishings and furniture.

## 2.0 Buying Furniture and Furnishings

### 2.1 Purchasing

The supported person is responsible for the purchase of all furniture, furnishings, floor covering and décor. Ark can support the individual to source the items if required. Where an individual has a financial guardian in place, consent must be sought before purchase. For supported people with an In Trust account Ark may support people to purchase the items on their behalf and then invoice them for the cost

For purchases made by a group of supported people, Ark may purchase the items on their behalf and then invoice each supported person for their share. This will only be done for ease of co-ordination and must have the agreement of all relevant parties beforehand.

Staff may support individuals to purchase items (see: **CS05 Support with Money**). Alternatively, the individual, their legal guardian, or someone who supports them with decisions can purchase the items without involvement from Ark. Refer (see: **CS05 Support with Money**).

### 2.2 Price Limits

The prices below are the maximum that Ark will pay, should we be responsible for doing so. Supported people – or their financial guardian – may pay above these amounts should they choose.

£300 – bed (frame/base, mattress, plus headboard if required)

£175 - mattress

£60 – bedside table

£20 – bedside lamp

£100 – window coverings

£50 – 1x duvet and 2x pillow

£125 – bedding (2x mattress protector, 2x pillow protector, 2x duvet cover, 2x sheet, 2x pillowcase)

£20 per square metre – floor covering

Any other furnishings or furniture in the supported person's spare room are there at their own discretion. Items stored by the individual in their spare room should not impede a support worker's ability to sleep in the room.

### 2.3 Life Cycle of Items

Furnishings and furniture are expected to last at least 5 years. At the end of each 5-year cycle, items that are no longer of a good enough standard should be replaced. Ark expects this to mean at least the mattress. Items that are still in good, working order at the end of a 5-year cycle do not need to be replaced. Equally, any item that becomes unfit for purpose before the end of the 5-year cycle (likely to mean bedding) can be replaced as and when necessary.

### 2.4 Recording

Care & Support Managers are responsible for recording the purchase of new items and monitoring this annually, so replacement purchases are made when needed. This will be recorded in the Sleepover inventory and purchase record (**appendix 1**) This is in addition to any other protocol or procedure regarding money and is in place to ensure that the 5-year life cycle of furniture, etc. is maintained.

### 2.5 Damage or breakages

Ark accepts responsibility for any damage to furniture, furnishing or décor that is caused by Ark staff. This may include pest control costs if any outbreaks of vermin are caused by Ark staff. Items that cost over the agreed price limits will be replaced by Ark to the item's value minus depreciation. Some discretion in these decisions is required, taking into consideration the 5-year life cycle (**see section 2.1 above**) and the original cost of the item. Care & Support Managers must seek approval from their Operations Manager if the item costs more than the agreed limits (**see section 2.2 above**).

### 2.6 Removal

Items remain the responsibility of the purchasers when the items are either no longer needed for a sleepover or are being replaced. This therefore includes the costs of disposal of unneeded or broken items. Where ownership is shared between individuals, any disposal and removal costs are also shared.

If items are being replaced by Ark due to breakage or damage by staff, Ark will pay for the disposal of those items

## 3.0 Implementation and Review

### 3.1 Implementation

Care and Support Managers are responsible for ensuring this procedure is implemented in their services.

### 3.2 Review

This procedure will be reviewed at least once every 5 years, per Ark's policy and procedure review cycle. The procedure's author, or other appropriate employee as delegated by Ark's Regional Manager team, is responsible for updating and submitting to Ark's Policy & Procedure Review Group.



## Appendix 1

### Sleepover Inventory and Purchase Record