



# Sleepover Policy



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<b>Owner:</b>	Walter Kane	<b>Job Title:</b>	Head of People and Organisational Development
<b>To be issued to:</b>		ARK Management Unite the Union All Staff	
<b>Method of Delivery:</b>		Policy Briefing Sheet	

## Version Control

Date	Owner	Version	Reason for Change
January 2020	Walter Kane	V2.0	Cyclical review

## Summary of Changes

Section	Change
	Policy transferred on to new template and has been reviewed,
7.0	Removed 8hrs as time period for a sleepover due to flexibility needed for SDS and the care plan states how long the sleepover will be. ARK do have sleepovers out with the 8 hr period to meet the needs of service users.
7.1	The following statement has bee "A sleepover calculator available where

	<p>employees can check that their salary for the pay period is in line with National Minimum Wage Regulations. This can be found in the following location on ARK's General Drive GeneralGeneralDrive/HR/Salary Scales/Sleepover Calculator</p> <p>This is no longer in place due to no top up being calculated as sleepovers are now paid at SLW.</p>
<b>7.1</b>	<p>The following has been removed “Sleepover’s will be recognised as ‘working time’ under the Working Time Regulations and will count towards the 48 hour limit per employee per week within the 17 week reference period.”</p> <p>Sleepovers only refer to the WTD in line with the National minimum wage.</p>



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## 1.0 ARKs Values

Our organisational values are the basis for everything that we do, from providing housing, care and support to tenants and service users to ensuring that staff have clear standards of performance set. ARK believes that everyone should have the opportunity to lead a happy, healthy and safe life. We value:

- The worth of each person
- Trusting relationships
- Understanding difference
- Challenging oppression
- Personal and organisational accountability
- Caring for our physical environment
- Enjoyment

All ARK policies and procedures are underpinned by our values and we will ensure that our employees are treated fairly, consistently and in line with our values.

## 2.0 Purpose

This policy provides guidance to all employees of ARK who are required to work a sleepover as part of their normal duties.

## 3.0 Policy Statement

This policy is intended to cover situations where individuals being supported by ARK staff do not require the level of care and support normally given by staff on "Waking Night Duty" but do need one or more members of staff to be present in the house or another place during the night on "Sleepover Duty", and to be available for duty during the night if needed. This policy details the typical arrangements and minimum standards that should apply.

## 4.0 Scope

This policy applies to all ARK Care and Support employees, Relief Workers and agency workers.

## 5.0 Legal/Regulatory Framework

This policy also complies with,

- Mental Health Care and Treatment Act 2003
- Adults with Incapacity Scotland Act 2000
- Adult Support and Protection Act 2007
- Health and Social Care Standards
- European Working Time Directive 1998
- Health and Safety at Work Act 1974

## 6.0 Responsibilities

### 6.1 Board of Management

ARK's Board of Management is responsible for consideration and approval of this policy, and for ensuring that where relevant its decisions are taken in accordance with relevant legislation, training and guidance.

### 6.2 Executive Team

ARK's Executive Team is responsible for ensuring that this policy is reviewed in accordance with ARK's schedule for review of policies, or sooner if required.

### 6.3 Senior Leadership Team

ARK's Senior Leadership Team is responsible for review of the policy, and for ensuring that relevant measures are put in place in order to implement its requirements.

### 6.4 Managers

ARK Managers will be responsible for the effective implementation of this policy, within their area of responsibility. They must also ensure that each member of their staff, through induction and e-learning, is made aware of this policy and participates in relevant training.

## 6.5 All Staff

All ARK employees who undertake sleepovers are required to familiarise themselves and comply with this policy.

## 7.0 Sleepovers in ARK

A Sleepover is defined as an agreed period through the night, where an employee is not on duty but is required to be immediately available to carry out their normal duties should a service user require their assistance in an emergency.

Employees have a contractual duty to undertake Sleepover duties within their services depending on the support needs of the individuals.

Employees are required to be available should an emergency arise that requires their attention. There is a requirement for an employee that is carrying out a “Sleepover” to be ready for duty (when woken, if asleep) whenever the need arises during the agreed specified period.

The employee will be required to undertake the full range of their normal duties, along with any other duties that are necessary and appropriate at that time. The normal policies and procedures of ARK will apply during any “Sleepover” period.

Employees should not be up providing support for any longer than one hour. If a staff member is disturbed throughout the night to such a degree that the safety of themselves and others may be at risk it is their responsibility to contact the on call manager to discuss this.

Sleepovers will be undertaken on an ‘as and when basis’ dependent on the requirements of the service users Good Life Plan.

Sleepovers are a contractual requirement however not part of a workers annual salary and are not guaranteed.

### 7.1 Payment

During sleepovers a person’s presence is deemed as ‘time work’ which must comply with National Minimum Wage regulations. As ARK pays an hourly rate for sleepovers ARK is compliant with the National Minimum regulations.

## **7.2 Sleepover Environment**

A sleepover room will be provided and should be private with the ability to lock the door. A good quality bed/ sofa bed and mattress will be supplied. The bed must conform to current and relevant Fire Safety regulations.

## **7.3 Sleepover Changes**

If a service users needs change planned overnight support will be supported by the sleepover for an initial period of 1 week. This will be reviewed by individual's line manager and any ongoing support will be assessed and the appropriate support put in place agreed with the Local Authority. Any support required through the night other than occasional emergency will be recorded and the local authority will be billed for the additional support.

# **8.0 Related Policies & Procedures**

This policy should be read in conjunction with the following policies:

- HS03 Risk Assessment
- CS02 Personal Planning
- CS03 Protection of Vulnerable Adults
- CS18 Access to Supported Tenancies – to work as and when required
- HS12 Lone Working
- HS05 Fire Safety
- HS17 Smoke Free

# **9.0 Equality Impact Assessment (EIA)**

No potential equalities issues have been identified in relation to the review of this policy, or the process which supports it. The policy and process have been designed to ensure equality of access to all employees, irrespective of protected characteristics. Consequently an EIA has not been completed in relation to this policy review.

# **10.0 Data Protection Impact Assessment (DPIA)**

A DPIA has been completed in relation to the development of this policy, and is attached.

# **11.0 Stakeholder Consultation**

In developing this policy the following groups were consulted:

- ARK Board of Management;

- ARK Executive Team
- ARK Senior Leadership Team
- Unite the Union

## 12.0 Monitoring and Review

### 12.1 Monitoring

ARK's Executive and Senior Leadership Teams will monitor implementation of this policy on an ongoing basis.

### 12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with ARK's policy review framework.