



Ark[®]
People
Housing
Care

Sleepovers and Spare Rooms

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Version Control

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Summary of Changes

Section	Change

Sleepovers and spare rooms

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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 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.

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 from the spare room at the end of their shift.

Spare rooms should not be used as makeshift offices. This means the storage of Ark documentation or similar. Anything required of this nature by the staff member should be taken with them to and from the sleepover shift.

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.

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 (see: **CS02 Good Life Planning**). Staff must not use this lock at any other time.

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.

Supported people who share a home together in an Ark HMO 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 HMO 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 split 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 purchase these items if required. Where an individual has a financial guardian in place, consent must be sought before purchase.

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 to **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)

£100 – bedside table

£20 – bedside lamp

£100 – window coverings

£50 – 1x duvet and 2x pillow

£150 – bedding (2x mattress protector, 2x pillow protector, 2x duvet cover, 2x sheet, 2x pillowcase)

£18 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 is 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 regularly so replacement purchases are made when needed. 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. 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 are 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 3 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.