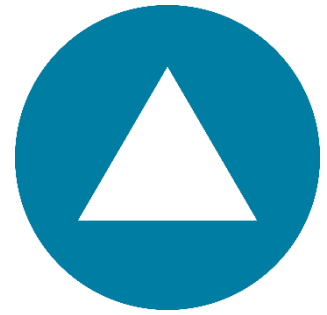




CS24a



What is a procedure?



A **procedure** is a list of rules for Ark workers.

These are the rules about how rooms used for staff sleepovers are decorated.

Who are these rules for?



These rules explain who is responsible for the furniture and decoration in a room used for staff sleepover shifts.

How do sleepovers work?



A sleepover shift is when a support worker sleeps in your house, or near your house, overnight.



The room your support worker sleeps in needs to be safe and comfortable for them to use.



The room must have these pieces of furniture:

- A bed
- A bedside table
- A bedside lamp



The room must have these furnishings:

- Blinds or curtains on the window
- A duvet and pillows
- 2 sets of bedsheets
- Mattress and pillow protectors
- A floor covering

Who pays for things?



If the worker sleeps in your house, you pay for the cost of decorating the room, including flooring like carpet.



If you use the sleepover, you pay the costs of the furniture and furnishings.



You might share some or all of the costs with other people. This means you will need to agree with them about what to buy.



If your sleepover shift sleeps in a staff office, Ark will pay for the decorating and flooring. Everyone who uses the sleepover will share the cost of the furniture and furnishings.



If you live in a care home, Ark pays for everything. This is because you have already paid towards it with the cost of staying in the care home.

How much to spend



It is up to you how much you spend on the things for the room. We think the most you should spend on each thing is:

£300 for the bed

£175 for the mattress

£60 for a bedside table

£20 for the lamp

£100 for curtains or blinds

£50 for duvet and 2 pillows

£125 for all the bedding

£20 per square metre of flooring



If you are paying for decorating the room, it is up to you how much you spend and how you want to decorate.

When to replace things



If anything in the room needs replaced or fixed, we will agree with you about when this will be done.



If something in your spare room is broken or damaged by Ark, we will fix or replace it.



When the furniture is not needed anymore, whoever paid for it will decide what to do with it.

How will workers know what to do?



It is the Care and Support Manager's job to know about this.

They have to read these rules to help them understand.

When do we check these rules?

These rules last for 5 years.

They were agreed in March 2025.

We will check them in March 2030.