

## HR38 – Sleepover

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<b>Owner:</b>	Michael Catlin	<b>Job Title:</b>	Head of People & OD
<b>To be issued to: (check as needed)</b>			
<input type="checkbox"/> Board of Management <input type="checkbox"/> All Staff <input type="checkbox"/> ET/SLT <input type="checkbox"/> Head Office Managers <input type="checkbox"/> Head Office Staff <input type="checkbox"/> Finance <input type="checkbox"/> Housing <input type="checkbox"/> Asset <input type="checkbox"/> ICT		<input type="checkbox"/> OD <input type="checkbox"/> Compliance <input checked="" type="checkbox"/> All Care & Support <input type="checkbox"/> C&S Managers (RM,OM, CSM) <input type="checkbox"/> C&S Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Agency Staff <input type="checkbox"/> Unite the Union <input type="checkbox"/> Employee Voices Group <input type="checkbox"/> Other: _____	
<b>Method of Delivery: (check as needed)</b>			
<input checked="" type="checkbox"/> Learn Pro <input type="checkbox"/> Board Portal <input checked="" type="checkbox"/> Line Manager to Share (e.g. Agencies)		<input type="checkbox"/> Policy Owner to Notify (e.g. Contractors) <input type="checkbox"/> Other: _____	
<b>Stakeholder Consultation Completed (check as needed)</b>			
<input type="checkbox"/> Board of Management <input type="checkbox"/> All Staff <input type="checkbox"/> ET/SLT <input type="checkbox"/> Head Office Managers <input type="checkbox"/> Head Office Staff <input type="checkbox"/> Finance <input type="checkbox"/> Housing <input type="checkbox"/> Asset <input type="checkbox"/> ICT		<input type="checkbox"/> OD <input type="checkbox"/> Compliance <input type="checkbox"/> All Care & Support <input checked="" type="checkbox"/> C&S Managers (RM, OM, CSM) <input type="checkbox"/> C&S Staff <input type="checkbox"/> Contractors <input type="checkbox"/> Agency Staff <input checked="" type="checkbox"/> Unite the Union <input type="checkbox"/> Employee Voices Group <input type="checkbox"/> Other: _____	

## Version Control

Date	Owner	Version	Reason for Change
July 2024	Michael Catlin	3.0	Cyclical review Transfer to new template

## Summary of Changes

Section	Change
1	Updating Arks Current Values.
9	Removed archived policies 'CS18 Access to Supported Tenancies' and 'CS03 Protection of Vulnerable Adults'.

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## 1.0 Arks Values

Arks values are true to the core purpose of the organisation and the services we deliver. They determine our behaviours towards one another and what we should expect in our relationships with one another. Working within the following values will guide and help us deliver our vision and mission of Ark being an organisation where everyone is equal:

### Trust

We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships and our customers will feel assured that they can rely on us to deliver.

### Respect

We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.

### Understanding

We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.

### Equality

We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.

### Integrity

We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.

## 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 including temporary, relief staff 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
- Health and Care (Staffing) (Scotland) Act 2019

## 6.0 Responsibilities

### 6.1 Board of Management

Ark's Board of Management is responsible for consideration and approval of this policy.

### 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 Leadership Team

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

### 6.4 Managers

Ark Managers are responsible for the effective implementation of this policy. They must also ensure that each member of their staff, through induction, and team meetings, is made aware of this policy and that they comply with its terms.

### 6.5 All Staff

All staff, to whom this policy applies, are required to familiarise themselves with this policy and comply with its terms. Questions regarding the content or application of this policy should be directed to the HR Team.

## 7.0 Sleepover Principles

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 supported person require their assistance or support in an emergency situation.

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 awake 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 and review service contingency.

Sleepovers will be undertaken on an 'as and when basis' dependent on the assessment carried out by the Health and Social Care Partnership and will be detailed in the supported person's Good Life Support Plan/Risk & Vulnerability.

Sleepovers are a contractual requirement, however not part of a worker's annual salary and are not guaranteed. Staff will not be paid for a planned sleepover if this becomes cancelled. Sleepovers are only paid when these have been completed.

### 7.1 Payment

During sleepovers a person's presence is deemed as 'time work' which must comply with National Minimum Wage regulations. Ark pays an agreed rate for sleepovers and we ensure we are compliant with the National Minimum Wage legislation.

### 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 and clear access and exits to all parts of home and external areas.

### 7.3 Sleepover Changes

If a supported person's needs change, an assessment will be carried out by the Health and Social Care Partnership and will be detailed in the supported person's Good Life Support Plan/Risk & Vulnerability. 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 will be recorded on Ark Information Management System (AIMS) and the local authority will be billed for the additional support.

## 8.0 Learning & Development Requirements

No learning & development requirements have been identified in relation to this policy.

## 9.0 Related Policies & Procedures

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

- HS03 Risk Assessment Policy
- HS03a Risk Assessment Procedure
- CS02 Care Planning Policy
- CS02a Care Planning Procedure
- CS21a Sleepovers & Spare Room Procedure
- CS24a Supporting People on Holiday Procedure
- HS12 Lone Working Policy
- HS12a Lone Working Procedure
- HS05 Fire Safety Policy
- HS05a Fire Safety Procedure
- HS17 Smoke Free Policy
- HS17 Smoke Free Procedure
- HS19 Your Home, My Workplace Policy
- HS19a Your Home, My Workplace Procedure
- G57a Adult Support and Protection Procedure

## 10.0 Equality Impact Assessment (EIA)

No potential equalities issues have been identified in relation to the development of this policy, and consequently an EIA has not been completed.

## 11.0 Data Protection Impact Assessment (DPIA)

No potential data protection issues have been identified in relation to the development of this policy, and consequently an DPIA has not been completed.

## 12.0 Monitoring and Review

### 12.1 Monitoring

Ark's Executive and Leadership Team will monitor implementation of this policy on an ongoing basis. The People & Organisational Development team will monitor the payment of sleepovers to ensure compliance with National Minimum Wage legislation.

### 12.2 Review

This policy will be reviewed within 5 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.