



Shenstone Lodge School

Sleep in Policy and Procedure

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INTRODUCTION

This document outlines the policy and procedure in respect of staff undertaking sleep in shifts. It clarifies payment arrangements including the availability payment and payment for work done. It also sets out requirements for the recording of any work done, the process for arranging cover where required, and consideration of the working time regulations when sleep-ins are undertaken.

Where Sleep-ins are required, the sleep in policy and procedure will be covered during the staff members induction.

Sleep in shift/duty

A Sleep-In shift or duty is defined as the staff availability period between the end of the evening shift and the beginning of the morning shift. During this time the staff member is expected to remain available on site. It is not expected that they would routinely provide any support or duties during this period. Staff should use this as a rest/sleep period.

A sleeping-in session may incorporate the following elements: hours of wakefulness, sleep, work done. Sleep-in shifts are undertaken in addition to standard contracted hours. All staff will be expected to work flexibly to achieve the sleep-in support individuals require.

Examples of work done: A student is sick and vomiting in the night and the staff member supports them. This may include cleaning affected areas, changing bedding and monitoring the child. To investigate activated alarms and reset systems as required.

Example of wakefulness: If a student goes to the toilet and the staff member has been woken by a door shutting or door alarm, then this would be considered a normal aspect of sleeping in and will not be paid.

There are no standard hours for a Sleep-in shift/duty, they are dictated by a student support need, for example a sleep in could commence between 22.00hrs and midnight, and finish between 06.00hrs and 08.00hrs. Typically, they are not longer than 9 hours.

In the event of frequently disturbed nights, teams will be expected to consider possible strategies to resolve issues along with the line managers.

Under the Working Time Regulations if an individual is required to sleep-in at a work place this counts as working time (but not contracted hours). Some staff who sleep-in twice or more a week may need to complete a working time directive opt out. (see School Business Manager).

Sleep-In Payment

Employees required to sleep-in on the premises shall receive an allowance of £36.08. This allowance covers the requirement to sleep-in and up to 30 minutes call out per night, after which the additional hours provisions will apply.

Disturbed Night Records

Where actual work is done during a sleep-in shift, staff will be paid for that work according to their hourly rate. The amount of the payment attributable to hours worked will be in line with the individual's basic rate of pay.

Staff will receive the 'Sleep-In Payment' and any payment for work done during a shift above 30 minutes to the nearest 15mins, in line with the salary claim guidance.

Staff must keep a record of the work done during a sleep in shift. This record should be made using the **Disturbance Recording** sheet (Appendix 1). These forms should be returned on a weekly basis to their line manager for review. These records will be used for verification for salary claims.

If a staff member has been disturbed during their Sleep-In shift/duty to such a degree that the safety of themselves and others may be at risk, arrangements should be made for this person to be relieved and sent home for the remainder of their morning shift (see appendix 2). It is the responsibility of the staff member to liaise with their manager to seek permission for this.

The On-call procedure should only be used if staff need support or advice in exceptional circumstances

Sleep-in Facilities

Where possible a separate room, either a bedroom or study/Sleep In room will be provided. However, in some premises it is recognised that this may not always be possible. A good quality bed/sofa bed and mattress will be supplied. The bed must conform to current and relevant Health and Safety regulations.

Clean linen, duvet and pillows of a non-allergic fibre filling will be available and will be regularly cleaned or washed, and replaced as required

Appendix 2

Guidelines for staff who need to find cover for the am shift as a result of a significantly disturbed night

Definition of a significantly disturbed night.

- Staff have had continual disturbances during the night to the extent that they are not fit to provide the necessary support to the service users for the following shift.

Procedure:

- Approach the shift manager/leader and request permission to go home and ask for authority to back fill the shift.
- If you feel unable to undertake any specific tasks eg, administration of medication or driving, you must explain this to the manager.
- It is important to consider if the service would be safe with 1 less member of staff for a period of time and to discuss this manager. Ensure you reference any specific risks to the service users, consult with any completed risk assessments.
- When you have been given permission to fill the shift, the manager or staff member should contact staff as per short notice cover arrangements.
- You must stay on shift until cover arrives or there are enough staff in the service to make it safe.