



SENDAT RESIDENTIAL SLEEP-IN POLICY AND PROCEDURE

This policy is reviewed biennially by the
Provision, Standards and Attainment (PSA) Committee.

To be read in conjunction with but not limited to:

- SENDAT Pay policy

and other relevant policies and procedures

History of Document

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SENDAT RESIDENTIAL SLEEP-IN Policy and Procedure

1. STATEMENT OF INTENT

- 1.1 SENDAT is a Multi Academy Trust specialising in the care and education of young people with Special Educational Needs and Disabilities. This policy should be considered in the light of this context and the complexity of need that is accommodated within the Trust and its constituent Schools / Alternative Provisions (APs).
- 1.2 The SENDAT Board of Directors recognises the entitlement of a work/life balance for all staff colleagues as established in their terms and conditions of working. Consequently, this policy has been workload impact assessed (see Appendix 3) and SENDAT Schools/APs will organise all activities relating to this policy within normal working hours.
- 1.3 The SENDAT Board of Directors is committed to ensuring that this policy is applied in a way that is fair and non-discriminatory.

2. INTRODUCTION

- 2.1 SENDAT offers a residential sleep-in provision at a number of its Schools / Alternative Provisions. Currently Priory School and Chalk Hill Academy provide residential placements for students Monday to Thursday (inclusive) each week during term time.

3. SCOPE

- 3.1 This policy and procedure applies to employees working in the Residential department of a SENDAT School/AP, who undertake occasional sleep-in duties. It does not apply to employees on the SENDAT Leadership team who receive a residential allowance as part of their overall contractual remuneration.



- 3.2 All employees who undertake sleep-in duties should familiarise themselves with this policy and procedure.

4. DEFINITIONS

- 4.1 A sleep-in duty is defined as the staff availability period between 22:15 and 06:15. During this time, the staff member is expected to remain available on-site. It is not expected that they would routinely provide support or undertake other work during this period. Staff should use this time as a rest/sleep period.

- 4.2 A sleep-in duty may incorporate the following elements:

- a. Hours of wakefulness
- b. Sleep
- c. Work done

- 4.3 Example of work done:

- a. A student requires support or assistance, either by directly asking for it or by being awake and appearing ill, distressed, disturbed or in some other way requiring assistance.
- b. A group of students create a disturbance for some reason.
- c. An alarm is triggered which results in an emergency evacuation from the premises
- d. An alarmed door is triggered which results in a situation which wakes the staff member and takes longer than 15 minutes to resolve.

- 4.4 Example of wakefulness:

- a. A student goes to the toilet and the staff member has been woken by a door shutting or similar noise. This would be considered a normal aspect of sleeping in.
- b. An alarmed door is triggered which wakes the employee, but requires either no action to resolve the situation, or action taking less than 15 minutes.

5. SLEEP-IN DUTY PAYMENT

- 5.1 Employees who undertake sleep-in duties will receive a flat rate payment at a fixed rate per night which is subject to annual review. Payment for occasional sleep-in duties is not part of the contractual remuneration of these employees as either an express or implied term. Sleep-in allowance will not be paid for any instances where sleep-in duties are missed for any reason, or the Residential provision is closed for any reason.

- 5.2 The sleep-in payment is made purely to compensate staff for availability and in recognition of the time that they must spend away from their home in order to undertake a sleep-in duty.

- 5.3 Staff should claim sleep-in duty payment using the claim form at Appendix 1



- 5.4 Where actual work is done during a sleep-in duty, staff will be paid for that work according to their hourly rate of pay. The amount of the payment attributable to hours worked will be in line with the individual's basic rate of pay.
- 5.5 Staff should record any work done during a sleep-in duty on the Sleep-in Disturbance Recording Sheet (see Appendix 2). Time taken should be recorded to the nearest 15 minutes. Completed forms should be returned on a weekly basis to the Head of Residential Care / Head of Care for review and will be used for verification for payment claims. Any disturbance must be recorded accurately to show the hours worked, the situation that caused the disturbance and how the situation was resolved.
- 5.6 In the event that the staff member is woken several times i.e. more than three times in one night and is required to take action on each occasion, the Head of Residential Care / Head of Care may use their discretion to authorise payment for actual work done for the whole shift, in line with the individual's basic rate of pay. This payment would be instead of (not in addition to) the standard sleep-in duty payment.
- 5.7 In the event of frequently disturbed nights, the Residential team will be expected to consider possible strategies to resolve issues. If this approach has been exhausted and the issues continue, the Head of Residential Care / Head of Care will consider whether boarding should continue to be offered to the student(s) concerned.



APPENDIX 1

SENDAT STAFF CLAIM FORM FOR HOURS WORKED

Surname..... Forename.....,

Month..... 2020/2021

Date	Hours Worked		Hours claimed	Reason
	From	To		
1st				
2nd				
3rd				
4th				
5th				
6th				
7th				
8th				
9th				
10th				
11th				
12th				
13th				
14th				
15th				
16th				
17th				
18th				
19th				
20th				
21st				
22nd				
23rd				
24th				
25th				
26th				
27th				
28th				
29th				
30th				
31st				
		Total		

APPENDIX 3

WORKLOAD IMPACT ASSESSMENT CHECKLIST

CHECKLIST	YES/NO
This policy complies with and is consistent with the contractual entitlements of all staff colleagues affected by this policy, either directly or indirectly.	Yes
This policy and any related procedures was introduced following full consultation with staff and recognised TU representatives.	Yes
This policy and any related procedures include a specific statement regarding workload impact.	Yes
The impact of this policy and related procedures is that they have not added additional hours of working.	Yes
This policy does not duplicate any other existing SENDAT policy.	No
All policies are regularly reviewed in order to assess whether they are outdated and/or unnecessary.	Yes
All SENDAT Schools / APs have identified the resources necessary to support the policy, including staff time, any additional staffing and appropriate equipment.	Yes
All staff colleagues affected by this policy will be trained where necessary to ensure the policy and any related procedures will not increase workload to an unacceptable level.	Yes
This policy and related procedures are reviewed regularly to ensure that additional workload burdens have not been added over time.	Yes