

Beyond Limits Dumfries & Galloway provides policies and procedures to promote safe and consistent practice across the Organisation. The framework laid down within our policies and procedures lets everyone know how we work and reflects our values and mission statement. Our policies and procedures are written to help us, employees of Beyond Limits Dumfries & Galloway, to make good, safe decisions.

Beyond Limits Dumfries & Galloway expects all employees to be familiar with the contents of all policies and procedures relevant to their role and to understand how to apply them within their daily work.

None of these documents stand alone, all fit within the larger framework of the way we work and any associated policies which are particularly relevant will be directly referenced.

Sleepover Policy

Sleepover Policy – what this means to Beyond Limits Dumfries & Galloway

The services provided by Beyond Limits Dumfries & Galloway enable people to have full and active lives with an appropriate level of support. An important part of achieving a full and active life is the ability to have restful sleep at night.

We know that people who are not active during the day often have poor sleep patterns, which in turn may affect their ability and motivation to engage in activities because of lethargy and fatigue. Services in the past have responded to these situations by inappropriately introducing waking night staff to 'keep people safe' without addressing the issue of why people have poor sleep patterns and the cyclical nature of the situation.

Beyond Limits Dumfries & Galloway recognise that:

- Some people may need support during the day but require no support overnight.
- Some people may need no support in their home during the night but may require access to emergency support, this may be by having an on-call response or through the use of assistive technology.



- Some people may need overnight support to respond to their immediate needs as and when they occur.
- Some people may only have a restful night's sleep because they are reassured through another person being in the house. That person does not need to do anything other than be there. This is the case for most of the people we support. This does not necessarily have to be a paid member of staff.
- Some people may have support in their home overnight, where the agreed protocol is not to respond. This may be in order to decrease certain behaviours or to increase an ability to deal with their own anxieties.
- Some people will need planned regular support during the night.

We acknowledge that people's night time support may change temporarily or permanently over time. This may be due to changes in:

- A person's confidence
- A person's lifestyle choices
- A person's health
- The availability and use of appropriate technology

The provision of night time support should reflect where a person is in their life and what they want to do. For example, if a person wishes to go to a social event which may require the length/time/date of the sleepover to be changed, this should be accommodated to ensure the person is able to lead the life they wish. This may mean that, on occasion, the person receiving support is out beyond 10pm, which is their right to do so. This could mean a 12am to 9am sleepover or any other times that make sense for the person, or on occasion you may be paid to work hours that are usually paid as a sleep-in shift.

As with a person's daytime support, the agreed methods of supporting each person during the night will be detailed within their Working Policy. In line with the Working Policy, Service Leaders should ensure that the level of night time support is agreed by the Care Manager and that the contract, agreed with the local authority adequately covers the costs incurred in the provision of the service. The method of agreeing any deviation from an established plan, in case of emergencies should also be agreed and documented.

The information contained within this document sets out the general terms for the organisation and, in line with the values of the organisation, only the appropriate elements should be used. Team Leaders and Service Leaders should organise support in a way that reflects the Working Policy. Team Leaders and Support Workers should understand what support they are required to provide through the night and what payment they will receive for providing it.

Procedure:

Services provided through the night fall into three categories:

1. Sleepover (which is most common)
2. Disturbed Night; and
3. Waking Night

The typical night time arrangement for the person you support will be detailed within your Employment Contract. We recognise that people's needs may change temporarily or permanently and therefore the service you provide will change in response. Where this change is of a more permanent nature, we will alter your Employment Contract to reflect your new way of working.

The characteristics of each of the types of night time provision are detailed below:

Sleepover

- A sleepover is typically **10 hours** in length but may vary where the person's needs are different. A payment is made for each sleepover undertaken.
- If you are not needed to provide assistance during the Sleepover period then it is your own time and you are not required to work.
- You are provided with sleeping facilities
- You are required to respond to situations as they arise, including emergency situations
- The payment for a Sleepover does not include any planned or unplanned working
- Any time worked should be recorded in the daily diary/notes and following day authorisation by the Service Leader and will be paid as a Disturbed Night
- Any work carried out at night must be recorded in the person's daily records to provide evidence of any work carried out

- Where the person's night time sleep pattern changes, this change should be explored and any different/additional support required should be planned to assist the person's return to their normal sleeping pattern as soon as possible.

Disturbed Night

- A Disturbed Night payment will be made where some activities are expected to be provided and these will be paid at a 'Disturbed Night Rate'. Staff working a Disturbed Night will receive a payment per night. This will be reflected within their Employment Contract.
- Supporting somebody on a late night out would not be an example of a planned Disturbed Night, this would be part of a person's day time support and the sleepover may start later and finish later as previously described.
- During a planned Sleepover, disturbances may occur – as above, any time worked should be recorded in the daily diary and authorised by the Service Leader so that it will be paid as a Disturbed Night.
- If the staff member completing the disturbed night has had less than **4 hours** sleep, it is unlikely that they would be 'fit' for continuing working the next day. Cover for the following morning shift must be sought.
- We acknowledge that a staff member may have a disturbed Sleepover and have more than 4 hours sleep and may still feel unable to complete the morning shift. Where this happens and the morning shift is **more than 2 hours** in duration, they may request not to continue working.
- It is the responsibility of the Team Leader and the team to find cover for the upcoming shift.
- A straight shift swap with a colleague may be the best option, however where this is not possible, contracted staff will bank these hours and work them at the next available opportunity and variable/ad hoc staff will receive no payment for these hours.

Waking Night

- Waking Night is the term used where a staff member does not go to bed and is required to work during the night. This will be a seldom used type of working and where it occurs the reasons for and the tasks involved will be recorded within the Working Policy.
- We will try to provide alternative ways of providing night time support which lessens the need for Waking Nights as this type of support can be intrusive and expensive.

- Support staff who are required to work Waking Nights will be paid the rate as agreed.
- Waking Night hours will be worked as part of and not in addition to their contracted hours.

On occasion, there are times where a planned sleepover can change into a disturbed night or even a waking night. This could be due to the person feeling unwell, having a medical condition that requires support, the person being in hospital or the person feeling unsettled.

- If you are due to work a sleepover and are required to provide **1 hour of direct support**, please add this to your weekly timesheet which will be added into Carista. Detail exactly what support was required and provided in the person's daily notes.
- If you are due to work a sleepover and are required to provide support to the person on **4 or more occasions**, or for **3 hours in total**, please inform your Team Leader as this will be entered into Carista as a **Disturbed Night**. You will need to detail exactly what support was required and provided in the person's daily notes.

If sleepovers are changed continually into disturbed nights or waking nights, this will be reviewed in the person's individual Service Fund meeting.

Additional Funding

We recognise that people's needs may change temporarily or permanently over time and therefore the resources required to provide their service may need to be enhanced or reduced.

Where negotiation for a reduction or increase in funding is necessary this should not take place without first discussing this with a Director, who will agree the appropriate course of action.

National Minimum Wage (NMW)

NMW Regulations do not apply to Sleepovers, however, Beyond Limits Dumfries & Galloway wish to ensure that no employee falls below the NMW for the hours they work so should ensure that the number of sleepover hours you work in the course of a 4/5 week month should not exceed 23% of your **total hours worked**. In general, that's 1 to 2 sleepovers per week or 1½ per week on average.



Policies and Procedures

We understand that there will be times when this is not possible and, in that event, we will monitor the payroll every month to calculate any “Sleepover Top-ups” that may be required.