

SEND – Sleep in Policy			
Current Status:	Operational	Last Review:	
Policy Owner:	Regional Director SEND	Next Review:	July 2026
Roles Responsible for Review:		Originated:	April 2025
Approved by:	Resources SET	Committee:	
Type of Policy:	Staff / Students / External	Quality Assured by:	Policy Team

1. Summary

1.1. This policy applies to all staff, volunteers and any other personnel associated with Eastern Education Group Trust (EEGT), which includes:

- Chalk Hill
- Priory School

1. Introduction

Priory School and Chalk Hill Academy provide residential placements for students Monday to Thursday (inclusive) each week during term time.

This policy and procedure applies to employees working in the Residential department who undertake occasional and/or planned sleep-in duties. It does not apply to employees on a Leadership pay scale who receive a residential allowance as part of their overall contractual remuneration.

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

2. Definitions

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.

A sleep-in duty may incorporate the following elements:

- Hours of wakefulness
- Sleep
- Work done

Example of wakefulness:

- 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.

- 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.

Example of work done:

- 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.
- A group of students create a disturbance for some reason.
- An alarm is triggered which results in an emergency evacuation from the premises
- An alarmed door is triggered which results in a situation which wakes the staff member and takes longer than 15 minutes to resolve.

3. Sleep-In Duty Payment

Employees who undertake sleep-in duties will receive a flat rate payment at a fixed rate per night which is subject to annual review following the NJC recommendations. 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.

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.

Staff should claim sleep-in duty payment using the online claim system.

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.

Staff should keep a record of any work done during a sleep-in duty on the Sleep-in this should include how disturbance was caused and how the situation was resolved. Claims for disturbance are made on the online claims form.

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.

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.

5. All staff conducting sleep-in duties are to be suitably trained and qualified to conduct the duty.
6. When staff conduct a sleep-in duty, their line manager and Head of School are to ensure that employees are adhering to (The Working Time Regulations 1998). Further guidance can be sought from HR

Revision History – Sleep in Policy

Revision date	Reason for revision	Section number	Changes made
April 2025	Creation	All	New Policy – EEGT SEND Residential