

# Stone Bay School.

## Policy Document.

### Group E Policy

**E13: Staff sleep in.**

**Group E** policies are not statutory and no paper copies will be kept. The original word copy will be stored in our policy library, a PDF version will be accessible on our website.

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Date of Publication:	Monday, 12 September 2016

**Review Date:**

**Thursday, 05 September 2019**

Signed. Martyn Nash Date: Monday, 12 September 2016  
Author.

Signed. Billy Mc Inally Date: Monday, 12 September 2016  
Headteacher.

### **Mission Statement.**

We accept all students **as they are** and believe that every one of them is **entitled** to the very **best education**, delivered in an **environment** that is **supportive, caring and safe**.

Our goal is to develop our students to become:

- **Successful** Learners.
- As **independent** as possible.
- **Confident** individuals and self-advocates.
- **Effective** communicators and **contributors**.
- **Responsible** citizens.

We will do this by working to **ensure we get every aspect of their provision just right**, helping them to achieve academically, personally, socially and morally.

Stone Bay School: ***“getting it right for every student”***.

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The responsibility for maintaining sleeping-in rooms in good order is joint between residential and housekeeping staff, the following sets out the expected residential staff commitment.

1. There will be no smoking at any time within sleeping-in rooms.
2. Staff who use the same bed for consecutive nights may leave it made up in a tidy condition.
3. Staff sleeping-in for one night only must strip the bed and leave it in a tidy condition before going off duty the next morning.
4. All school linen to be taken to the main school laundry room when beds are changed, not left in the sleeping-in room.
5. Staff are not permitted to use their own Duvets or bed linen, they are to use the items provided by the school. This is to prevent in contamination of sleeping in rooms or staff houses.
6. All cups/crockery to be removed from the room before staff go off morning duty.
7. Personal items left in the rooms are the responsibility of staff, no liability for loss or damage will be accepted by the school.
8. All sleeping-in rooms will be cleaned on alternate days by the housekeeping staff, but they will not be responsible for keeping the rooms tidy.
9. All sleeping in rooms are single rooms now and staff are not permitted to share rooms, whether this be the same sex i.e. male with male or female with female.

10. Any staff found sharing the same room with the opposite sex will be dealt with through the schools Disciplinary process, as this is not acceptable behaviour.

Sleep in's will be indicated on the sleeping-in rota along with the area of attendance should the fire alarm be activated.

These lists will be displayed on the staff noticeboard plus the duty rota. It is a sleeping-in staff responsibility to check on these details and be conversant with them.

### **Safeguarding, Equality and Equal Opportunities Statement**

Stone Bay School, and all policies and procedures, will promote equality of opportunity for all students and staff from all social, cultural and economic backgrounds. The school will ensure that no student or staff member is disadvantaged, discriminated against or treated less favourably because of their gender (including gender reassignment), race, disability, religion or belief, sexual orientation or due to pregnancy or maternity.

Stone Bay School aims to;

- Foster good relationships and create effective partnerships with all sections of the community
- Ensure that the school's service delivery, commissioning and employment practices will not discriminate unlawfully, either directly or indirectly
- Provide an environment free from fear and discrimination, where diversity, respect and dignity are valued and celebrated

All aspects of Safeguarding will be embedded into school life and will remain the responsibility of all members of our school community.