

Caring Personal Assistants Ltd

Caring Personal Assistants Ltd



Service User Guide

Office Contact Number: **0114 213 8213**

Office Hours: **Monday - Friday: 09:00 to 17:00**

Emergency on Call: **Monday - Friday: 17:00 to 09:00**

PROPERTY OF: _____

Please DO NOT remove from the Service User's home

This guide is available in alternative formats, including Large Print, Easy Read (including pictures), audio version and on various coloured paper upon request.

Caring Personal Assistants Ltd

Welcome to Caring Personal Assistants Ltd

On behalf of Caring Personal Assistants Ltd and all our staff, we welcome you, your family and others who are important to you. We hope that you will be happy with Caring Personal Assistants Ltd. We want to support you to enjoy your day-to-day life in the same way that you do at present.

There may be questions that you would like to ask and our staff will ensure that any queries you have are answered as quickly and fully as possible. The information given below must provide you with the answers to some of the most frequently asked questions.

Useful Contact Information

- The Nominated Individual responsible for service is Ross White-Hunt
- The Care Manager is Joanne Holman and Care Co-Ordinator is Selina Frudd
- The person responsible for complaints or comments and suggestions is The Care Manager
- The person responsible for Data Protection is Mike Parker

Part 1: About Caring Personal Assistants Ltd

Caring Personal Assistants Ltd have been providing reliable, high quality support and care services since 2014. The business was founded with the purpose of offering a unique service model that affords Services Users all the benefits of both a dedicated small PA team & traditional larger care agency without any of the drawbacks commonly associated with either. This concept has been well received by both Service Users and local authorities, resulting in solidifying our reputation as a distinguished service provider. "Each Service User is unique. A one-size-fits-all approach and generic domiciliary care services will never allow you as an individual to reach your full potential & personal goals. We deliver custom solutions, personal assistance and care packages that are tailored specifically to you--your culture, your beliefs, your aspiration's and your one-of-a-kind requirements." - Ross White-Hunt, Managing Director.

Caring Personal Assistants Ltd Philosophy of Care

Caring Personal Assistants Ltd offer a unique partnership & provide skilled Care & Support to enable Service Users to achieve their optimum state of health and wellbeing. We believe in doing everything we can to support Service Users to lead a full life, with as much independence as possible. We focus on your ability, not your disability. We uphold the human and citizenship rights of every Service User; Staff providing services on behalf of Caring Personal Assistants Ltd will support Service Users right to individual choice and personal decision-making. The right of independence will always be respected, encouraged and supported. We recognise everyones need for personal fulfilment and will support each Service User to participate in their choice of individualised programmes of meaningful engagement and activity. The individual uniqueness of Service Users will always be recognised & treated with dignity and respect, ensuring equality and celebrating diversity of Service Users. The Service Users requirement for privacy will be respected and personal information relating to individuals will be treated in a confidential manner and compliant with data protection law. Caring Personal Assistants Ltd has a duty to safeguard Service Users and will ensure the balance of keeping Service Users safe from harm wherever possible, whilst providing suitable information to support informed choices and reasonable risk taking. Caring Personal Assistants Ltd will always assume capacity and where capacity is limited, apply the principles of the Mental Capacity Act 2005. We will ensure Service Users informed consent to care and or treatment is always requested where capacity is present to do so.

We base our care around you as an individual. To help us to do that, we adhere to a set of important principles outlined below. If at any time you have any questions about these, or you feel that someone is not upholding them, please let the Registered Manager know.

Safe

Caring Personal Assistants Ltd will do everything possible to keep you safe from all forms of abuse and neglect, working with you and other agencies to prevent avoidable harm. We do this by:

- **Ensuring that our staff are well trained and skilled to provide the right Care**, can recognise signs of abuse and report them swiftly, whilst ensuring that lessons are learnt and improvements made to the service, when required
- **Giving you the information, you need** to make informed choices and take informed risks. Staff at Caring Personal Assistants Ltd understand and ensure the balance between your informed risk-taking, and the responsibility to ensure the safety of you and of others
- **Identifying any hazards in your home** and reducing the risk of infection
- **Supporting you with any medication needs** carefully to minimise the risk of errors or supporting you to continue to self-manage your medication safely

Freedom from Discrimination

Caring Personal Assistants Ltd has a zero-tolerance approach to all forms of discrimination and will take action when it is found. Discrimination means being treated unfairly on the grounds of; age, being or becoming a transsexual person, being married or in a civil partnership, being pregnant or on maternity leave, disability, race including colour, nationality, ethnic or national origin, religion,

Caring Personal Assistants Ltd

belief or lack of religion/belief, sex, sexual orientation or social standing.

Effective

We believe in Care that meets your needs because you are involved fully in your Care and its arrangement.

Each Service User is celebrated and supported to be an individual, to have their own social, emotional, spiritual, cultural, political and sexual needs accepted, supported and respected.

The service we provide is effective because:

- **We employ the right staff** for you who have the right knowledge, skills and qualifications to fulfil your wishes and to enable you through Care
- **We will ask for your views and ideas** about how you wish for your care and support to be provided and enable you to contribute to any proposed changes
- **We will make information accessible** in a way that you can understand, about your Care, medication and the services being offered and how you can tell us if there is something you do not like about our services
- **We will consult you** on your wishes, history and preferences in the assessment and put this in your Care Plan. We will check this is up to date when your Care Plan is reviewed. We will make sure that your Care Plan is updated if your care needs change
- **We will ask for your informed consent** to Care and any changes to it in all decisions about your Care
- **The principles of the Mental Capacity Act will be followed** and we will ensure that, where you cannot give consent, best interest decisions will be made following the Mental Capacity Act principles
- You will be **supported to achieve as much independence as possible**, emotionally, physically, intellectually and socially and without unreasonable restrictions
- **We will keep information about you confidential** and will tell you how we use your personal information, store it and how long we keep it for. You can talk to our Data Protection Officer if you are concerned about your personal information

Caring

Caring Personal Assistants Ltd promotes a person-centred approach because:

- **Staff will take an interest in what makes you, you;** the things you want to share from memories, the things you like and do not like, current interests, needs and new pursuits
- **Staff will treat you with dignity** in the way they speak with you and the way they behave
- **We will assist you in continuing to use your skills** and in pursuing your interests
- **We will uphold your right to privacy** in all aspects of your care, personal affairs and belongings
- **All information about Service Users is treated as confidential** and only shared with members of staff, other professionals or organisations for the provision of care with your consent or your representative
- **Information about you will be protected and stored** to meet legal requirements and only kept for as long as is necessary
- **We will make sure you understand information and what is said**, providing you with the support you need and giving you the help that you require to make your voice heard

Responsive

Caring Personal Assistants Ltd will be responsive to what we see, hear and know, to ensure that you maintain your health and wellbeing.

- **Care staff will ensure that they are up to date with what is in your Care Plans** and make changes when they are needed
- **Caring Personal Assistants Ltd welcomes complaints, compliments and issues raised** and will always take them seriously, investigate and take the action needed to put things right, and improve the service we offer
- **Staff will work with other professionals** to ensure that your Care is joined up

Well-Led

Caring Personal Assistants Ltd is a well-led organisation, knowing its responsibilities and carrying them out.

- **The management staff of Caring Personal Assistants Ltd are available and approachable** for Service Users and staff alike
- **Caring Personal Assistants Ltd has the skills to monitor the service** and make changes when they are needed
- When things go wrong, **Caring Personal Assistants Ltd and its management staff are honest** with you and give solutions on how to put things right
- **Caring Personal Assistants Ltd welcomes feedback** from you to shape and improve the service

- **Caring Personal Assistants Ltd works in partnership with other agencies** for the provision of the service

Statement of Purpose

We have a Statement of Purpose which you can ask to see. Andrew Redmond will be able to help you with this.

Listening to the People who use our Services

We can also share with you surveys from other people who use our services. We do not include them in this guide as they become out of date quickly.

Our Staff

The staff allocated to support you will be chosen in order to best match their skills with your needs and where possible, to minimise travelling distances in order to support good punctuality. Staff work on a rota system which ensures that the service is staffed by the appropriate number and skill combination of staff to fully meet support requirements, this includes weekends and public holidays. New employees are inducted to National Training Organisation standards within 12 weeks of employment and expected to attain their Care Certificate within this time. Employees are expected and supported to obtain the minimum of a QCF Level 2 in Health & Social Care within 2 years of their employment with the company. All employees receive the training appropriate to their work, for example Food Hygiene for catering staff & all employees receive annual training in health and safety matters such as moving and handling, fire awareness and procedures, adult protection issues, and a range of other matters.

Our Services

The services we offer are listed below. If there is a service you require that is not listed, please do not hesitate to speak to the manager to see if it can be arranged: Personal Care

Friends, Family and the Community

- We will support you in keeping links with the community, maintain your network of friends and family and will help you to visit shops and places of interest, where agreed, as part of your Care Plan

Activities

- Caring Personal Assistants Ltd actively promotes Service Users' normal social networks and social activities and the level of support required will be agreed as part of your Care Plan
- Each Service User's Care Plan includes a facility for recording life history, social networks and contacts, and preferences for activities and hobbies, so that the service can ensure that these are a part of everyday life

Privacy

We will respect Service Users' privacy at all times. We will do this by making sure that:

- Discussion about Service Users and their affairs will be for the purposes of managing and improving care, and for no other reason, and will be conducted in private
- Records will be designed, used and stored safely and confidentially and UK GDPR and Data Protection Act 2018 principles for information sharing will be followed
- We will ask you to keep your Care Plan safely in an agreed place so that your Care Workers can read it when they come to your home

Service Users' Dignity

Your dignity is a matter of the utmost importance to us and all staff will have received training in this area.

- You will be asked what you would like to be called, this name will be recorded on your Care Plan and used by all staff
- In the absence of information on what you want our staff to call you, staff will address you formally, using your title and surname
- Staff are trained to support you with dignity always and will ensure that support is given in a dignified way, whether you are alone or in company
- Staff are trained to knock and wait for your invitation before entering your home

Complaints and Comments Procedure

We always aim to provide a high standard of care in all our services.

Our Service Users' views are important to us and help to ensure that our services are consistently meeting people's needs. If you are unhappy with any of our services, it is important that you let us know.

If a complaint alerts us to possible abuse or neglect, we will tell the Sheffield City Council Adult Safeguarding Team. The Sheffield City Council Safeguarding Team will decide how to investigate and monitor outcomes.

How to Tell us what we Need to Improve

Often people feel more comfortable about suggesting improvements rather than complaining formally. Anyone receiving services, their friends or family, can tell us how we can improve. First, you must speak to Andrew Redmond or their Deputy.

Caring Personal Assistants Ltd

If the suggestion is something that Caring Personal Assistants Ltd as a company, needs to consider, you can send it to:

Registered Manager
Caring Personal Assistants Ltd

or by email at admin@cpacare.co.uk

Making a Complaint

Caring Personal Assistants Ltd aims to handle complaints quickly, effectively and in a fair and honest way. We take all complaints seriously and use valuable information from investigating to help us improve the service we provide. We treat all complaints confidentially.

Caring Personal Assistants Ltd assures Service Users and their families that it will not withdraw or reduce services because someone makes a complaint in good faith.

Who can Complain?

Anyone affected by the way Caring Personal Assistants Ltd provides services can make a complaint. A representative may complain about the affected person if they:

- Have died
- Cannot make a complaint themselves, or
- Have given consent for the representative to act on their behalf

If you are not happy about making a complaint yourself and you do not know someone who can talk to us or write to us on your behalf we will be happy to find someone from an independent organisation to act as an advocate for you.

How you can Make A Complaint

You can complain:

- In person
- By telephone
- By letter
- By email
- Through a member of our staff
- Through an advocate or representative

We will acknowledge all complaints, whether verbally or in writing, within 3 working days.

Anonymous Complaints

We deal with anonymous complaints under the same procedure. However, it is better if you can provide contact details so that we can tell you the outcome of our investigation.

Responsibility

Andrew Redmond has overall responsibility for dealing with all complaints made about their service. We will provide, as far as is reasonably practical:

- Any help you need to understand the complaints procedure; or
- Advice on where you may get that help

How we Handle Complaints

Andrew Redmond may ask one of the management team to investigate the complaint. That person will have enough seniority and experience to deal with the issues raised by the complainant.

We will acknowledge a complaint within **3 working days** and give you the name and contact details of the person investigating it.

We will keep you informed about the progress of the investigation. **We aim to have all complaints finished within 28 working days** unless we agree a different time scale with you.

When we have finished investigating, we will arrange to meet with you to discuss the outcome, and write to you with:

- Details of the findings
- Any action we have taken

- Our proposals to resolve your complaint

Time Limits

You must complain as soon as you can after the date on which the event occurred or came to your notice. If you complain more than twelve months later, we may not be able to investigate properly. But we shall also consider whether you had good reason for not making the complaint sooner and whether, despite the delay, it is still possible to investigate the complaint effectively and fairly.

Further Steps

At any stage during the process, if you are not happy with the way the service is dealing with your complaint you can contact the Ross White-Hunt at:

You can also raise your complaint or concern with:

Director of Social Services:**First Contact****Howden House****Union Street****Sheffield****S1 2SH**

Tel: 0114 2734908

Email: adultaccess@sheffield.gov.uk

Or if your care is funded by the Health Authority, you can contact:

Clinical Commissioning Group:**NHS Sheffield CCG**

722 Prince Of Wales Road,

Darnall,

Sheffield,

South Yorkshire,

S9 4EU

TEL: 0114 305 1000

Once your complaint has been fully dealt with by Caring Personal Assistants Ltd, if you are not satisfied with the outcome you can refer your complaint to the **Local Government and Social Care Ombudsman (LGO)** and ask for it to be reviewed. The LGO provides a free, independent service.

The LGO can be contacted for information and advice, or to register your complaint:

T: 0300 061 0614

W: www.lgo.org.uk

The LGO will not usually investigate a complaint until the provider has had an opportunity to respond and resolve matters.

Our service is registered with and regulated by the Care Quality Commission (CQC).

The CQC cannot get involved in individual complaints about providers but is happy to receive information about our services at any time. You can contact the CQC at:

Care Quality Commission (CQC)

National Correspondence

Citygate, Gallowgate

Newcastle upon Tyne NE1 4PA

Tel: 03000 616161

Fax: 03000 616171

Advocates

All Service Users have the right to access an advocate who will act in their interests to help them solve problems, discuss concerns and understand information. Andrew Redmond will be happy to provide information on local advocacy groups and other support networks.

Insurance

Caring Personal Assistants Ltd carries Public Liability Insurance and Employers Liability Insurance up to £10,000,000 for any one claim. The insurance covers all aspects of its undertakings. However, the insurance does not take the place of normal household insurance cover for accidental breakage or damage to household items. Please do not make private arrangements with our staff because this will not be covered under our insurance policy.

Part 2: About Your Care and Support

Care, Treatment and Support that Meets your Needs

- Your personal needs will be assessed to make sure you get safe and appropriate Care that maintains your rights
- You will get the Care that you and your social care professional agree will make a difference to your health and wellbeing
- Your Care needs are coordinated if you move from one provider to another
- Staff respect your cultural , gender, age, sexual orientation, religion or belief and your disability if you have one

To be Safe when Using a Service

- You will be protected from abuse or the risk of abuse and staff will respect your human rights
- If you need support with your medication, we will make sure that you get the right support to make sure your medication is managed safely

To be Cared for by Staff with the Right Skills to do their Jobs Properly

- You will be cared for by staff who have the knowledge, skills and experience needed to meet your health and welfare needs
- You will be looked after by staff who are well managed and have the chance to develop and improve their skills

Caring Personal Assistants Ltd Routinely Checks the Quality of its Services

- We continuously monitor the quality of our services to make sure you receive the support you need
- Your personal records will be accurate and kept safe and confidential
- We will make sure that we have the right numbers of staff so that your Care Worker has supervision and support

Before your Service Starts

- The first step is to arrange to visit you in your own home. Caring Personal Assistants Ltd will discuss with you, your individual requirements and the range of services we are able to provide for you
- Andrew Redmond, or one of our team, will visit you in your home, or in hospital if necessary, and will write an assessment with you. This information will form part of your Care Plan which explains how we will be able to support you to achieve your care, health and wellbeing goals
- If you have any questions, please discuss them with your Care Worker, or contact the Registered Manager, who will be very happy to answer them
- Once you have agreed for Caring Personal Assistants Ltd to provide you with care and support, you will be asked to sign the Care Plan and sign that you give us consent to provide you with the care and support as planned
- Before your service starts, we will make sure you know who is coming to provide your care and support, when they are coming and how long they will stay. Your Care Plan will tell them what they need to do when they visit you. We will also explain to them what your needs and wishes are

Fees

The fees of Caring Personal Assistants Ltd are set out in the Service User Contract. If you would like details on the fees and terms of payment, you can discuss this with Andrew Redmond.

Your Care Team

Working with the Disclosure and Barring Service (DBS), it is the policy of Caring Personal Assistants Ltd to adhere to:

- The Rehabilitation of Offenders Act 1974 (Incl. Exemption Order 1975)
- Health and Social Care Act (2008)

Caring Personal Assistants Ltd carries out stringent checks and enhanced Disclosure and Barring Service checks on all its staff. In addition, our policy further strives to provide protection by ensuring that at least two satisfactory, written references are obtained to provide information concerning individuals' competence, ability, trustworthiness and experience.

Staff will be required to seek confirmation of their status via an enhanced Disclosure and Barring Service check.

Matching Care Staff to Meet your Needs

For you to receive quality care, we understand that it is important that you can be cared for and supported by staff who know what your needs, expectations and wishes are. We will make sure that we match your Care Worker to meet your needs and we will have a small team of Care Workers who will provide you with your care and support. This will ensure that you have enough cover when your Care Worker has holiday and that they can get to know you and what is important to you.

Obviously not everyone gets on with each other. If you are unhappy with your Care Worker, please bring this to the attention of the Registered Manager, (Andrew Redmond). The matter will be resolved sensitively and confidentially and a new Care Worker will be assigned to you if this is appropriate.

Holiday Leave and Sickness Cover

When a Care Worker is away, Caring Personal Assistants Ltd will make other arrangements to ensure that you receive the service you need. You will be informed in advance of the name(s) of the Care Worker(s) who has/have been selected to replace your regular one. If a permanent change needs to be made, we will discuss this with you. Caring Personal Assistants Ltd will make every effort to ensure that you receive a reliable service always.

Identification Badges

Care Workers are issued with a laminated, identification badge of Caring Personal Assistants Ltd that carries a photograph of them on it. Care Workers will show you the identification badge when they visit you. You must not allow a Care Worker into your home if you do not know them before they have shown you their identity badge. If you have any concerns about the person, you must contact the office.

Staff Conduct

- Staff will not directly charge you for any services provided. All charges must be documented and processed through Caring Personal Assistants Ltd
- Staff are not permitted to accept any gifts in cash or kind from either yourself, your family or friends
- Staff are not allowed to witness or benefit in any way from the Last Will and Testament of individuals using the services of Caring Personal Assistants Ltd
- Staff are not allowed to bring pets, children or other family or friends with them when they are working in your home
- Staff are not allowed to smoke or consume alcohol in your home
- As a rule, Care Workers cannot conduct any activity that is not specified in the Service User's Care Plan, or which may place themselves or others in danger
- Care Workers are not permitted to use your internet or Wi-Fi

Your Care and Support

Your personal care and health care are planned in consultation with you, our staff and anyone else who is important to you, if you ask for them to be involved. To ensure that we provide the highest level of care for you, our staff will record the details of your care in the Care Plan along with details of your personal choices regarding the normal activities of daily living.

All Service Users are actively encouraged to become involved in the Care Planning process and will be consulted at each stage of the Care Plan.

Every time your Care Worker visits you, they will record what activities they have provided. If you decide that you do not want the care as planned on a visit, they will discuss this with you and record it in your daily progress record.

Your Care Worker is trained to tell Caring Personal Assistants Ltd when they do not provide your care as agreed in the Care Plan. This is to make sure we can respond if your needs change.

Risk Assessment

- The assessment of risk is addressed at the start of the service for each Service User and the results are integrated into the Care Plan. This makes sure that your views and the views of those important to you will be fully considered, as part of the person-centred Care Planning process
- The following are examples of the types of risks we assess. We recognise your right to choose and your right to take risks, each risk will be discussed in detail and those discussions will be recorded. This will show the way in which Caring Personal Assistants Ltd aims to meet your needs and to ensure that we can work safely with you in your home:
 - Security in the home
 - Fire
 - Electricity
 - Moving and handling
 - Infection control
 - Medication
 - Handling money
 - Personal Safety

Review of Your Care

We will carry out service reviews within 24 weeks of your service starting and then every 12 months or more often if required. Changes in your Care will usually require a reassessment to make sure that your needs can be met. Please contact our office if you wish to request a review or contact the Social Services or Health Authority who may be paying for your service on your behalf.

Short Notice Cancellations

We ask that you give us as much notice as possible if you wish to cancel your visit or if you are going to be away from home. You can cancel booked, individual Care Worker visits by giving at least 24 hours' notice to Andrew Redmond. Cancellations, where less than 24 hours' notice is given, including booked Care Worker visits made where you are unexpectedly not present, or refuse entry, will be charged at the normal rate for the full booked visit.

Terminating your Contract with Caring Personal Assistants Ltd

You can cancel the service at any time (and for any reason) within 14 days of the date of this Agreement (the "Cancellation Period"). A Service User may, at any time and for any reason, give Caring Personal Assistants Ltd at least 14 days' written notice to terminate their individual service contract. If you give less than 14 days' notice, we reserve the right to charge a cancellation fee or a service suspension fee.

Please note, if you suspend the service for a period of time in accordance with the above paragraph, we cannot guarantee that the same Care Worker will attend your home when you resume the service.

Timesheets

It is the responsibility of each member of staff to ensure that their timesheets are fully completed and signed at the end of each assignment by the Service User.

Electronic Call Monitoring [delete where not applicable to the service]

It is the responsibility of each member of staff to ensure that they make a Freephone telephone call to an Electronic Call Monitoring Provider upon arrival at and departure from your home. This will be discussed with you at the start of your service.

Call Times

Call times are primarily set according to the Service User's wishes. Obviously, it is not always possible to achieve the exact requirements from day one and sometimes a compromise is reached. You will always be advised of any changes and your approval sought before any change.

Punctuality is a high priority and is monitored very actively. Our aim is to arrive on time, all the time. Our policy is that, if a member of staff knows that they will be more than 15 minutes late arriving, then the office or our out-of-hours manager will be notified and the Service User informed immediately.

Part 3: Key Policies and Procedures

Gender Choice

You have the right to choose the sex of the person sent to support you with personal care. This is because of the personal nature of the service. We will record your choice when we talk to you as part of the Care Planning process.

Handling Money

When Care Workers make financial transactions on your behalf for things like collecting pensions, shopping or paying bills, they will enter the details on the financial record sheet kept in your home. They will keep the receipt for shopping and count the change out to you. Care Workers must not be given cash cards or PIN numbers to obtain money from a bank on your behalf. Only financial arrangements that have been formally agreed and written in the Care Plan can be carried out for you.

Please contact the Registered Manager about any needs you have that are not being met, or if you are unsure whether or not they are being met.

Gifts, Wills and Other Documents

Caring Personal Assistants Ltd aims to make sure that you receive a care service of the highest possible standard. To make sure our staff always work professionally and to protect you and our staff from any allegation of financial abuse:

- Care Workers are not allowed to accept gifts of money or other presents
- Care Workers are not allowed to accept loans
- Care Workers must not buy lottery tickets or sell you raffle tickets
- Care Workers must not sell to you from mail order catalogues
- Care Workers must not ask for sponsorship or for donations for charitable organisations or good causes
- Care Workers are not allowed to act as a witness or executor to legal documents and Wills
- Care Workers are not allowed to benefit from Wills
- Care Workers are not allowed to recommend tradesmen or a member of their family or friends to carry out work in your home

If you do require legal help, Caring Personal Assistants Ltd can refer you to an impartial or independent source of legal advice.

Keys and Key Safes

Care Workers do not usually hold the house keys of people they visit. However, if there is a reason why this needs to be done, it must be formally recorded in advance as described in The Management of Keys and Key Safe Security Policy and Procedure at Caring Personal Assistants Ltd.

Care Workers will be given the key safe combination numbers of the people they visit. The policy arrangements of Caring Personal Assistants Ltd ensure that these numbers are kept securely and are never written down with the address.

Medication and Healthcare Related Activities

Care Workers will administer medication but only when it has been agreed and written in the Care Plan. Both prescription and 'over the counter' remedies must be agreed beforehand so that it can be checked as to whether the medicines will have no 'side effects' if taken at the same time.

Care Workers receive training in the administration of medication and we have several medication policies at Caring Personal Assistants Ltd. Some health-related activities when agreed, need to be carried out under the supervision of a healthcare professional and staff will be only able to perform them when they have the correct training, are fully supervised and assessed as being competent to meet your health-related needs safely. Andrew Redmond will need to give approval before any support is provided.

Care Workers are not allowed to administer medication from family-filled medication dispensers and no assistance can be provided that has not been formally agreed with the Registered Manager and detailed in the Care Plan.

Your Care Worker will record any medication administered on a Medication Administration Record each time they provide any medication administration support. Any verbal reminders or physical assistance in relation to medication will also be recorded on a Medication Administration Record.

Confidentiality and Data Protection

Our policy is that any information about you is strictly confidential and that maintaining a position of trust in this regard is paramount. However, because some information is relevant to providing quality Care, such information will be shared with members of staff who may be supporting you. You will be consulted, where appropriate, before information is released.

Information about you will be stored in paper form and may also be held on computer or other electronic devices. All are treated in the same strictly confidential way.

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Information about you is needed to enable staff to provide proper support and treatment. Some of the information may also be used for other purposes, such as:

- Making sure our services meet your needs
- Helping staff to review the support they provide to you to help them achieve the highest standards
- Investigating complaints or legal claims
- Auditing of our services

Sometimes information about you needs to be passed on to other organisations, for example, if you are receiving care from a GP or hospital. The types of organisations with whom we may share information about you are:

- GPs
- District nurses
- Other health professionals
- Social workers
- Care Quality Commission

We have several policies about how we manage your personal information that comply with the UK General Data Protection Regulation and the Data Protection Act 2018 and you can speak to our Data Protection Officer who is Mike Parker for more information about this.

Equality and Non-Discrimination

Caring Personal Assistants Ltd offers services to all people without prejudice of their culture, race, ethnic origin, colour, religion, political beliefs, sexual orientation, marital status, disability or disease. We, therefore, believe that:

- You have the right to practise your beliefs, religion or culture without constraint by restrictive or discriminatory practice
- You have the right to express your sexuality and to be free from discrimination on the grounds of sexual orientation as well as the right to take free, informed, voluntary decisions on your sexuality, sexual orientation and gender identity, without coercion or discrimination
- Complaints of discriminatory practice will be thoroughly investigated and the results of the investigation made known to the complainant
- All complaints will be recorded in such a way as to highlight repeated problems

Infection Control

Care Workers are supplied with plastic aprons and gloves which they will wear when they carry out personal care duties. Care Workers need to wear protective clothing to prevent the spread of infection. Care Workers are also expected to wash their hands on entering and before leaving your home. Please contact the office if your Care Worker does not do this.

Smoke Free Law

Legislation states that a private dwelling is not defined as smoke free unless used as a place of work. At certain points in the day your home becomes a place of work for our care/support staff. For the health and safety of our staff, we ask you and anyone else present in your home, to refrain from smoking and ventilate any room that will be used for your care, for at least one hour before the agreed time.

If you smoke while your Care Worker is with you, the Care Worker will be obliged to leave your home for the duration of your smoking and shall not be permitted to re-enter your home until 1 hour after you last smoked. Any additional requirements or any variation to this clause will be specified in your Care Plan.

Private Work

Care staff are not permitted to undertake work for you privately and are not insured by us to be in your home either when you are not present or when they are not visiting as part of their agreed schedule of work with Caring Personal Assistants Ltd.

Any direct engagement by you of a Care Worker supplied by us shall render you liable to pay either a Permanent Engagement Fee to us totalling £1000.00, or to engage the Care Worker for a further 6-month period.

Protecting you from Abuse and Harm

Caring Personal Assistants Ltd is committed to ensuring that you will be protected from harm and abuse and enabled to live as independently as possible in a safe environment.

Care Workers receive regular training on how people must be treated, and they are trained to recognise if someone is being bullied, physically abused or suffer financial, emotional and psychological harm. Person(s) such as informal carers, relatives, friends and members of the Home Care Staff or other professionals can commit abuse.

Abuse can take form in subtle ways like Care Workers calling people pet names that they do not like or speaking to someone else in a language they do not understand, so that they do not know if they are being discussed or not, or Care Workers using their mobile

phone whilst they are providing care, or speaking over the head of a Service User to another Care Worker.

Any reports of abuse or concerns of abuse must be reported to Andrew Redmond without fail. If you think you are being abused or are concerned you might be you can speak to Andrew Redmond.

If you do not think you can speak to someone at Caring Personal Assistants Ltd, you can contact, your local authority, Sheffield City Council.

Your Telephone

Your telephone will not be used by Care Workers except for the following reasons:

- You or they have a medical emergency. We will not be responsible for payment of your telephone bill
- [Delete if not applicable to the service] To make a Freephone telephone call to an Electronic Call Monitoring Provider upon arrival at and departure from your home. This will be discussed with you at the start of your service

Withdrawal of Service

Where termination of contract is the only reasonable option after consideration, Caring Personal Assistants Ltd will ensure a reasonable notice period of at least 28 days, unless safety issues require a swifter departure from the service.

Although Andrew Redmond will take all possible measures to resolve problems, there are some reasons why the consideration of withdrawal of service have to be made and they are as follows:

- Physical violence towards staff
- Serious verbal abuse towards staff which includes swearing, making derogatory remarks that are racist or sexist and that are meant to cause offence to staff
- Refusing to adhere or co-operate with the risk control measures put in place under the Management of Health and Safety at Work Regulations 1999 and thus putting themselves and staff at risk
- Withdrawal of service will be considered when there are risks present to the health and safety of the staff that are unacceptable and no control measures can be found

Other reasons that Caring Personal Assistants Ltd will consider in the withdrawal of the service is the continual pressure on staff to perform duties that are not part of the agreed Care Plan and the continual undermining of staff or threats of physical violence.

If you have failed to meet your financial commitments to Caring Personal Assistants Ltd, this will also be a situation where withdrawal of the service is considered.

Caring Personal Assistants Ltd

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| <p>I, [insert Service User name] confirm receipt of the Service User Guide for Caring Personal Assistants Ltd and understand that should I need any further information, to contact Andrew Redmond.</p> | |
| Service User's Signature: | |
| Date received: | |
| <p>Where the Service User lacks capacity, a representative should sign for receipt of the Service User Guide on their behalf.</p> | |
| Representative on Behalf of [insert Service User name]: | |
| Signature: | |
| Date Received: | |