

# Newsletter August 2017



## Hot Weather Warning!



Please keep in mind what the weather is like when supporting clients out in the community.

If you are supporting clients out in the community and will be spending time outside please encourage them to take a bottle of water with them and some sun cream to protect their skin. If appropriate it is advisable to wear a hat when the sun is strong.

Try to avoid spending long periods of time in the direct sunlight, stay in the shade and keep hydrated.

As well as taking care of clients please remember to protect yourself! Dress appropriately for work, take some water and sun cream for yourself.

If you are supporting clients to plan some activities and need an idea of what the weather will be like please check out the link below for more information.

[www.bbc.co.uk/weather/](http://www.bbc.co.uk/weather/)

## Activities

Are you looking for some new and interesting activities to do over the summer holidays or over the bank holiday weekend with your family? If so the link below has some great ideas!

[www.getreading.co.uk](http://www.getreading.co.uk) > [What's On](#) > [Family & Kids](#) > [Summer Holidays](#)

## Polo Shirts

Do you have enough Careline polo shirts?

If you need more please give us a call we have plenty in stock at the moment so can get them out to you straight away.

Many of our clients require staff to wear their Careline polo shirts so please make sure you have enough to manage.

We also have tabards available if you would prefer a tabard these are especially useful for some 1-1 clients and residential services.

Polo shirts and tabards are completely free of charge.

Feel free to call us at the office and let us know what you need.



Congratulations to **Amanda Cust** who has been awarded our Careline Staff of the Month and will receive a letter of congratulations. Well done! This award is given for many different reasons such as staff going the extra mile, having a flexible approach, giving an outstanding service to our clients and their families and many more.

## Employment History

Due to new regulations we must now have an employment history for all staff dating back to when they left school.

In due course you will receive a call from either Amy or Emma asking for this information.

Your cooperation in gathering this information would be greatly appreciated.

If you would like to call us at a convenient time for you to give us this information please feel free to give Emma or Amy a call at the office during the times stated below

Tuesdays - Emma 9.30am-2.30pm

Wednesdays - Amy 9am-3pm

Thursdays - Emma 9.30am-2.30pm

Fridays - Amy 9am-3pm

## Timesheets



Please remember to fill in your timesheets correctly so they can be processed promptly and accurately.

You must fill in the staff information box thoroughly remembering to include your first and surname, your postcode in the address box and your signature.

In the client information box if you are supporting a 1-1 client please make sure you put their full name so we can identify the correct client.

When filling in the information about the shifts you have completely please remember to state any breaks taken.

It is absolutely essential you get your timesheet signed either by someone you have worked with on duty or if completing 1-1 support sessions by your clients parent or significant guardian. We are not able to process unsigned timesheets until we have authorisation which could lead to your pay being delayed.



Our next training sessions are:

### Saturday 12<sup>th</sup> August

9.30am-11.15pm Manual Handling

11.30am-1pm Food Hygiene

### Saturday 2<sup>nd</sup> September

9.30am-11.15am First Aid

11.30am-2pm Safeguarding Children

Please give Tegan a call at the office if you would like to be booked on the training as spaces fill up fast or [Email Tegan](#)

First Aid, Health & Safety, Safeguarding Adults/Children, Mental Capacity Act and Personal & Professional Boundaries are mandatory when working for Careline and if these are not up-to-date, it could affect the work that is offered to you. If there is any training you would like to request, please [Email Tegan](#)



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