

Newsletter January 2017

HAPPY★NEW★YEAR



Charity



As you may know each year Careline pick a charity that we will raise money for throughout the year. The Charity we will be supporting for 2017 will be Hounds for Heroes.

Hounds for Heroes provide specially trained assistance dogs to injured and disabled men and women of both the UK Armed Forces and Emergency Services. Through this provision they aim to provide help and practical support leading to an enhanced quality of life.

If you would like more information please check out this link [Hounds For Heroes](#).

If you have any fund raising ideas you would like to share with us please contact our fundraiser for 2017 [Julie](#) via email or give her a call at the office. We are hoping that each month we will have a small fundraising event running that you could all get involved with.

We would also like to thank Lorraine S for all her hard work as our 2016 charity fundraiser who has helped to raise a wonderful £114.22 for our 2016 charity Dementia UK.



Care Plans

Do you work with any of our 1-1 clients? If so do you have a copy of the care plans for all 1-1 clients you support. It is essential that care plans are followed at all times when providing support to our 1-1 clients.

If you do not have a copy of your clients care plan please give us a call and we will get a copy out to you.

If you do have a copy of all the care plans you need but feel information is incorrect or out of date please don't hesitate to contact [Eileen](#) to discuss it.



Congratulations to **Julie Stone** 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.

Dress Code



Please remember that we do have a dress code and we expect our staff to dress appropriately for their working environment.

It is strongly advised that staff wear black trousers black shoes and either a Careline polo shirt or a modest top for attending duties.

Please remember that jeans and hug boots are not appropriate for attending shifts.

If you are unsure of our dress code or need more polo shirts please don't hesitate to contact us.

Work Available

Now Christmas is over do you need some extra work to boost up your bank balance!

We have lots of work available with something to suit everyone whether you like Care work, Nursery work or 1-1 work.

If you are looking for any extra work at all please don't hesitate to give us a call at the office and we can discuss all the options we have available that you might be interested in.

New Year Poem



Our next training sessions are:

Saturday 14th January

9.30am-11.15am Moving and Handling

11.30am-1pm Dignity and Respect

Please give Chantelle a call at the office if you would like to be booked on the training as spaces fill up fast or [Email Chantelle](mailto:chantelle@carelineagency.co.uk)

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 Chantelle](mailto:chantelle@carelineagency.co.uk)

Gloves

If you are providing personal care to 1-1 clients you should be wearing gloves.

Gloves should be provided for you at the client's house however, we would advise you carry a pair with you in case they run out.

If you are in need of some gloves please give us a call and we will post some out to you.



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