

Newsletter July 2017

July



Hounds for Heroes



Working in the care sector we understand how important every carer is to making a difference in someone's quality of life this includes the four-legged variety of carer, so this year we have been raising funds in the office with themed days, quiz's and competitions to support our chosen charity; Hounds for Heroes however we would love for more people to get involved and help us donate to this wonderful cause.

The purpose of "Hounds for Heroes" is to provide specially trained assistance dogs to injured and disabled men and women of both the UK Armed Forces and the Emergency Services.

You can donate as little as £1 and every bit of it makes a difference in helping to provide a specially trained dog that removes the sense of disability in a heroes life and replaces it with a sense of ability. Hounds for heroes help to rebuild the feeling of loyalty, trust and team spirit that is lost on leaving the military or civilian services. It's so easy to do, just text PUPS58 £1 to the number 70070 or log on to www.justgiving.com/fundraising/Careline-Agency or donate in person at the office. If everyone who works for Careline could donated just £1 we would raise over half our target amount.

Mobile Phones



Please remember that Careline does have a mobile phone policy and you are not permitted to use your mobile phone whilst on duty.

Please either turn your phone to silent or turn off altogether and always make sure you put it away safely whilst you are working with clients.

If Careline call when you are on duty we do not expect you to answer your phone, we will leave you a message asking you to call us when you can so you are aware we need to speak with you.

If you work in a service where you receive unpaid breaks you can of course check your phone during your break time.

STAFF OF THE MONTH

Congratulations to **Cayley Greenhalgh** 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.



Timesheets

Pay day for July will be Friday 28th July. Cut-off date for payment will be Tuesday 18th July 12pm. Please remember to continue sending your timesheets in weekly to ensure smooth processing of your timesheets.

Refer a Friend



Do you know anyone who is looking for work in the care industry?

If you do know of anyone who is looking for work please refer them to Careline.

We are always on the lookout for quality staff and have a wide range of opportunities available to suit everyone whether they are looking for full time work or top up.

If you refer a friend and they are successful you will also earn yourself £30!

Dress Code



The warm weather is coming and we understand that it can be very hot when working in the community with clients.

However, it is really important that we continue to dress appropriately for work.

Where possible please continue to wear your Careline uniform for attending duties.

If you are working with a client that prefers you not to wear uniform please remember to dress appropriately and modestly.

If you find polo shirts too hot we do have tabards available that you can wear over your own clothes and take them off if you need to.

If you require any uniform please do let us know your preferences and we will get some out to you as soon as possible.



Our next training sessions are:

Saturday 8th July

9.30am-11.15pm Manual Handling
11.30am-1pm first Aid

Saturday 29th July

9.30am-11.15am Safeguarding Adults
11.30am-2pm Medication

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

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 Jenna](#)



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