



## Waking Nights

If you are on a waking night duty, you must be awake for the duration of your shift. A waking night duty is different from a sleep-in duty. You should not mix day and night shifts. Please ensure that if you are booked into a night duty, you have plenty



**At the heart of everything we do**

of rest before and after the shift. Keep yourself busy throughout the night. Sleeping on a waking night duty is a serious safeguarding issue and will be always be treated as such if staff are seen sleeping.

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## Christmas Pay

Please be aware that over the Christmas period, most services will pay double time for the Bank Holidays however, this will not apply to all services. (PLEASE NOTE - the Bank Holidays are Friday 25<sup>th</sup> December, Monday 28<sup>th</sup> December and Friday 1<sup>st</sup> January. Boxing Day IS NOT a Bank Holiday as it falls on a Saturday). If you would like to work over the Christmas period, please call the office to let us know.

## Careline Polo Shirts

Careline are able to provide all staff with a short-sleeved polo shirt in either black or white, displaying the Careline logo. If you would like a Careline polo shirt, please contact Wendy in the office and let her know the size and colour you would like and she will order one for you.

## Christmas & New Year timesheets

Christmas and New Year timesheet deadlines remain the same although everyone will be paid one day earlier. A notification will be running on the bottom of pay slips and on Facebook:

Timesheets in by 12pm noon TUESDAY 22<sup>nd</sup> DECEMBER (as usual) will be paid on THURSDAY 24<sup>th</sup> DECEMBER (Christmas Eve)

Timesheets in by 12pm noon TUESDAY 29<sup>th</sup> DECEMBER (as usual) will be paid on THURSDAY 31<sup>st</sup> DECEMBER (New Year's Eve)



Congratulations to **DANIELLE JOHNSON** 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.

## Policies & Procedures

Are you clear about Careline's policies and procedures? Do you know what is expected of you on shift? There are very clear guidelines when working in care that staff must always adhere to and practice on a daily basis. To name a few, Personal & Professional Boundaries, Safeguarding Adults & Children, Whistle Blowing and Confidentiality. Do you know about our Gifts & Legacy policy? With Christmas drawing near, would you accept a gift from a client, or buy a gift for a client you regularly support? If you're unsure about any these policies, please contact the office.



## Make A Wish

We're nearly coming to the end of the year and so to the end of our fundraising for Make A Wish. We will be choosing a new charity to raise money for in 2016. Do you have any charities that you would like to put forward? We will be picking one out a hat, so nominations are welcomed!



Our next training sessions are:

### Saturday 7<sup>th</sup> November

9.30am–11.15am

Health & Safety/Fire Safety

11.30am–1pm

Food Hygiene

### Saturday 21<sup>st</sup> November

9.30am–11.15am

First Aid/Epilepsy Awareness

11.30am–1pm

Safeguarding Training

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 Amy](#).



**Lest We Forget.**

# The Careline Team

[www.carelineagency.co.uk](http://www.carelineagency.co.uk)

[enquiries@carelineagency.co.uk](mailto:enquiries@carelineagency.co.uk)