

Opening Hours
Monday to Friday 8am to 5pm
Saturday 9am to 5pm
Sunday 10am to 2pm
Bank Holidays 10am to 4pm



Staff of the month
Sophie Bedward



CARELINE
 The Agency For Care Staff



March 2021

**NEED A NEW POLO SHIRT??
 GIVE US A CALL
 AT THE OFFICE!**

NEWSLETTER

Remember to keep checking the Government website for COVID-19 updates <https://www.gov.uk/>

Fancy earning an extra £30? Refer a friend to Careline and once they have complete their first shift, we will pay £30 directly into your bank account on pay day! Please call the office if you would like some more information.

DO YOU KNOW HOW TO FILL IN YOUR TIMESHEET?

Please insert your name, postcode ONLY, and sign the box.

Please insert name and address of client in FULL.

Please insert the date ending on Friday on the week you have worked.

Please insert the time your shift started.

Please insert the time your shift ended.

Please insert the total number of hours worked per shift.

Your client MUST sign this box to authorise the hours you have worked.

In this column, please insert the date you have worked, next to the corresponding day you have worked.

Complete this box to allow us to know your availability.

PLEASE NOTE:

- Only ONE time sheet can be used per client, per week.
- A new time sheet MUST be used for each week.
- Timesheets MUST be submitted weekly.
- Timesheets end on a FRIDAY.

COVID-19 CORNER

WE NEED YOU TO DO YOUR TRAINING!!

Careline are really committed to making sure that all of our support staff are fully trained on COVID-19 and Donning and Doffing PPE. We are really pleased that so many of you have completed this training already but there are still those of you that haven't so please do check your emails for the link to complete this very short bit of training and watch the video. Both bits of training are really short and once you've done them we can add them to your staff file that we hold at the office. Please contact the office to discuss this - we can send the link to you, or you can visit here to complete it yourself. Once you've done both training elements just let us know and send us your certificate—job done!!

<https://www.british-assessment.co.uk/training-elearning/courses/covid-19-awareness/> (certificated COVID-19 Awareness training)

https://www.youtube.com/watch?app=desktop&feature=youtu.be&v=GncQ_ed-9w (donning and doffing video)

TRAINING OF THE MONTH PRESSURE AREAS

Do you support a vulnerable client at risk of pressure sores? Do you know how to prevent them?

If you would like to take advantage of this training please give Lorraine a call at the office or [email her](#).

Please make sure that if you are taking a weekly COVID-19 test you let the Careline office know the results so that we can keep this information for our records!

DON'T FORGET ABOUT THE EU SETTLEMENT SCHEME

EU, EEA or Swiss citizens and their family members who lived in the UK by 31st December 2020 need to apply to the **EU Settlement Scheme** to continue living and working in the UK after 30th June 2021. Please make sure that you do this and forward proof of your Settled Status to Careline as soon as possible - those staff who do not will be contacted by the office within the next few months! If you have already obtained Settled Status then please forward this to the office straight away. For more information please visit: <https://www.gov.uk/settled-status-eu-citizens-families> to start the process.

England's COVID roadmap

29 March Rule of 6 and outdoor sport	12 April Shops, beauty, gyms and outdoor hospitality
17 May Indoor pubs, restaurants and entertainment	21 June All limits on social contact lifted