

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
Anna Philips



CARELINE
The Agency For Care Staff



NEWSLETTER

April 2021

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.

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>.

TRAINING OF THE MONTH FIRE SAFETY FOR DOMICILIARY CARE

Do you support a vulnerable client in their home?

The Training Team will shortly be contacting all Careline staff that support client's in their own homes so that you can complete Fire Safety training in order to understand your role in keeping your client safe.

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

LIBBY HAS JOINED THE TEAM!

'I am Libby and I am the Nursery Bookings Coordinator. I started working for Careline in December and am really enjoying this role and talking to you all!

I am married with four children, and qualified as a Nursery Nurse many years ago. If you know of anyone who has experience in nurseries then please feel free to send them our way!

Thank you for spending so much of your time chatting to me, I am sure we shall speak soon.'



If you need any PPE then give us a call as we have some in the office that we can send out

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

DON'T FORGET THAT
THE CARELINE OFFICE IS
OPEN 10AM-4PM ON
BANK HOLIDAYS FOR
ANY QUERIES OR ISSUES

ID CARD UPDATE

We have updated our ID card software so that we can now produce cards that have brighter colours, clearer writing and colour photographs. If you would like an updated ID card or you have lost yours please contact Eleanor or Emma at the office or [email them](#) to request an updated one.

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!

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 at the office 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 Jessica to discuss it.



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

A Timely Reminder!

All timesheets should be submitted WEEKLY by Tuesday 12noon.

A really good habit to get in to is to post or hand deliver your timesheets every Friday so that the office can process them. It is extremely important not to hold timesheets back and submit them in bulk. Any staff doing so are in danger of not being paid on time, therefore, please submit your timesheets weekly!