



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

**CARELINE**  
The Agency For Care Staff

May 2025



# Newsletter

A massive THANK YOU to our staff of the month ....

**Caroline Gobert-Jones**

Caroline received some really fantastic feedback from one of the nurseries we support. Caroline is a valued member of our Careline team and we appreciate all the hard work she does to represent Careline in such a professional and friendly light.

*Great job!*



**GOV.UK**

We encourage all staff to register their DBS on to the government update service. The update service has several benefits for the DBS holder as well as Careline. Registering your DBS on to the update service is quick and easy and costs £16.00 a year, the key benefits include not having to pay for a whole new DBS each year, The DBS also becomes portable meaning it can move between employers and services. For Careline it makes our DBS yearly checks easier and quicker as we are able to log on and do a status check each year. A new DBS is £62.50 so it really is worthwhile popping your DBS on the update system.



## **This is a reminder to all managed care staff!**

Contact forms should be submitted after every shift, either by post or by emailing it to us at [timesheets@carelineagency.co.uk](mailto:timesheets@carelineagency.co.uk). The contact form contains important information regarding our clients health and wellbeing, if there is action needed we should be doing so in a timely manner which we can only do when the information is provided.

If you are unsure if you require to complete one or if you would like advice on how to complete a form please contact the office and Heather or Kim will be happy to help.

A reminder that we have another month with two bank holidays! Monday 5th May and Monday 26th May – if you have regular bookings that fall on a Monday are unsure if your support is required, please get in touch.

A gentle reminder to all staff. Please be conscious of your shift start time, we have unfortunately seen a small increase in staff arriving late or entering a nursery to the minute of a shift starting and not be ready for the start of shift.

A massive THANK YOU to all our staff! We have received some really positive quality control forms back from nurseries, managed care clients and care services clients. When our clients receive such a high standard of support is really does make us so proud of team Careline.



## **To all staff**

This is a reminder that Careline's policy is for timesheets to be submitted weekly and NOT monthly.

The reason we ask for weekly submissions is for several reasons, some of these reasons include if there is a query between the timesheets shift time or date and the date or time we have recorded for the booking that this allows the consultants time to unravel any queries. The main reason is for our staffs benefit, if for any reason there is a delay with the post or a delay with your email delivering that you are not risking missing the last date and time for submission. Once the date and time for last submissions is missed, there is nothing the consultants can do to alter this. If you have any questions, please contact your point of contact at Careline, who will be happy to explain.

## **Lets get social!**

Find us on Facebook - Careline The Agency Care Staff  
Nursery Instagram – Careline Nursery  
Care Instagram – Careline Agency

We encourage all staff to message or ring us with their availability. You may notice your point of contact at Careline will message you for availability, if we haven't received it, This helps our consultant offer you suitable shifts efficiently .

