

Opening Hours

Monday to Friday
8am to 5pm

Saturday 8am-4pm

Sunday 10am-2pm

NEWSLETTER

July 2025



Staying safe in the heat

We have been very lucky to experience some lovely warm weather recently, however we wanted to take a moment to remind our staff of safety in the sun and managing the hotter days and also Careline's policy around dress code through the warmer weather.

It's important to drink plenty of water, rest when appropriate and when supporting our clients in the community recommend low impact activities which are appropriate for the weather. The use of hats and sunscreen is equally important for our staff and our clients that you support.

Whilst we appreciate the warmer days have been hotter than what we may be used to, we still expect our staff to dress professionally and appropriately. We encourage light material, looser fitting clothing to keep you cooler, however short skirts, short shorts, spaghetti straps, open toe sandals (including flip flops) are not appropriate whilst on shift supporting our clients. If you need further guidance on appropriate dress code during the summer, please contact the office and the Consultants or a member of the management team will be happy to give advice and guidance.



Timesheets

To all staff– Please submit your timesheets weekly either by post (allowing time for any delays Royal Mail may experience), by hand through our post box at the office or a scanned and emailed to timesheets@carelineagency.co.uk It is your responsibility to ensure your timesheets are submitted each week.

Managed care support staff– Please make sure contact forms and mileage forms are submitted at the same time as your timesheets each week, failing to do so means a consultant will have to chase up contact forms which takes valuable time away from securing our clients support and equally securing our staff work.

Our contact forms contain vital information regarding our clients health and wellbeing which we are unable to take action until we are aware.

Feedback

As some of the Nursery terms come to a close, we are receiving lovely feedback and we wanted to take this moment to share some feedback from a client that joined Careline this year, here's what they had to say-

'It will be our end of term for Nursery, so we will not need any further cover for this academic year. I would like to thank you for all your support, all the staff we have been sent have been extremely helpful, so a big thank you to them too. You will certainly be our first point of call for any cover needed next year.'

Feedback like this makes us so proud of our Careline team and the hard work you all put in to go above and beyond for our clients. A massive thank you from us all!

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.

Our Staff of the month for July is... **JOHN IBIKUNLE** .

John has been chosen as our staff of the month due to his attitude towards our clients, other staff and our office staff– always presenting himself in such a polite, friendly and positive attitude.

John has recently expanded his experience with Careline and the variety of clients he supports, always receiving positive feedback.

Thank you from all of us at Careline for your ongoing hard work and lasting impression with our clients.

Recommend a friend and receive £100 into your next pay as a thank you!

For more information please contact the office on 0118 958 58 58