

Hackney Adult Placement Scheme Guidance

Recruitment and Assessment of Shared Lives carers

The Hackney Adult Placements service aims to provide good quality support and/or care to people in Shared Lives arrangements. An important part of making this happen is making sure that Shared Lives carers have the skills, knowledge and abilities to support each person effectively. The recruitment and assessment of Shared Lives carers has therefore been designed with this in mind. The service is committed to recruiting and assessing Shared Lives carers in ways that promote equality of opportunity and anti-discriminatory practice.

How will this happen?

Shared Lives carers are recruited through a process which includes:

- attending a pre-application meeting
- completion of an application form
- proof of identity including a recent photograph
- checking whether the person has the right to work in the UK
- taking up at least 2 written personal references from people who have known them at least 2 years (including visiting at least one of these)
- a reference from their last employer
- if the person has worked in social care before, checking why they left their last job
- obtaining confirmation that they are physically and mentally fit to carry out their role
- requesting confirmation that they have their landlord or mortgage lenders permission to provide a Shared Lives arrangement at their address and/or is not in arrears with their rent or mortgage
- checking whether they have a valid driving licence, where relevant
- carrying out an enhanced Disclosure and Barring Service check and other required safeguarding checks
- cross-references to the Health Care Professions Council or other professional bodies where appropriate
- a full assessment (see assessment form below)
- completion of the programme of induction training which is necessary before approval
- recommendation for approval by the Shared Lives Panel
- satisfactory completion of a probationary period of 6 months

Prospective Shared Lives carers are given a copy of the written guidelines for the assessment and approval process and information about how to challenge a decision not to approve them.

The assessment of Shared Lives carers covers:

- their personal backgrounds and life histories
- their home

- their family and community links
- their previous experiences and educational and working histories, including explanation for any gaps in their working history
- what kinds of care and/or support they are able to offer (including any specific limitations to this)
- evidence of the knowledge and skills and abilities which will enable them to support a person in a Shared Lives arrangement.

The assessment report will be discussed with prospective Shared Lives carers and they will have the opportunity to comment or add to it before it is presented to the Shared Lives Panel. They will also be given a copy of the final report.

People who use the service are involved in the assessment and approval of Shared Lives carers through:

- participation in pre-application meetings
- participation in induction training
- representation on the Shared Lives Panel
-etc.

Shared Lives carers will have the opportunity to continue to develop their knowledge and skills through ongoing / post-approval training, through regular monitoring and support visits from their Shared Lives Worker and through an annual review of their work which will include an individual learning and development plan.

If Support carers are recruited to provide back-up for a person's main Shared Lives carer (eg a sitting service or specialist support), the application process will include all the same steps, references and safety checks as for Shared Lives carers (see above). It will also include at least one assessment interview covering their experiences and skills, relationship with the person in the Shared Lives arrangement, their understanding of the person's needs and their own training needs and how these will be met. The scheme Manager or other senior member of staff will be responsible for approving Support carers.

The induction and other learning and development opportunities for Support carers are described in the policy on Learning and Development for Shared Lives carers, Workers and Managers.

The process for Shared Lives carer Assessment is attached as Appendix 1

Hackney Adult Placement Scheme Carer Recruitment and Assessment Process

The Shared Lives scheme's selection process should be open, equal opportunities and user focused. The process should ensure that Shared Lives carers have the competencies and qualities required to meet the service user's needs and to carry out the tasks they are expected to do, and that they meet the standards of conduct and practice and any qualification requirements set by the sector skills council for the country.

The selection process requires successful completion of the following:

- Pre-application home visit
- Completion of a carer application form
- Satisfactory reference checks
- Completion of a pre approval training programme
- Completion of programme of assessment
- A recommendation for Approval from the Shared Lives Panel
- Confirmation of Approval by the scheme manager or other designated senior manager

