

South East Wales Shared Lives Scheme

**Roles and responsibilities of the Shared Lives carer(s)**

**The Shared Lives carer(s) agree(s):**

1. To work in accordance with the aims and objectives of the Shared Lives scheme as set out in the statement of purpose.
2. To work in accordance with the Shared Lives scheme’s responsibilities in the Adult Placement Services (Service Providers and Responsible Individuals) (Wales) Regulations 2019.
3. To work in accordance with the standards set out in the Code of Professional Practice for Social Care.
4. To adhere to the Shared Lives scheme’s written policies, procedures and guidelines, including:

* Suitability of the Service Policy and Procedure
* Recruitment and Training of Shared Lives Carers Policy and Procedure
* Safeguarding Policy and Procedure
* Safe Management of People’s Money, Valuables and Financial Affairs – Carer Guidelines
* Medication Management Policy and Good Practice Guidelines

1. To provide care and support to each individual in accordance with the actions set out in their personal plan.
2. To support individuals to achieve their chosen personal outcomes.
3. To treat individuals with respect and dignity and support individuals to express their views and make choices and decisions.
4. To support individuals to pursue their wishes and aspirations, and follow their religious beliefs and cultural customs.
5. To promote and protect the health, safety and welfare of individuals and others in the household.
6. To support individuals to access treatment, advice and other services from relevant health care professionals as necessary. This could include access to hospital, a GP, practice nurse, pharmacist, dentist, optician, chiropodist or podiatrist.
7. To work positively and co-operatively with individuals’ family members and representatives.
8. To work positively and co-operatively with professionals and other people involved in the life of the individual.
9. To work in line with any written risk assessment or risk management plan, and inform the Shared Lives worker of any additional / newly identified risks for the individual, and work with the individual, the Shared Lives worker, and others to agree ways to manage those risks.
10. To inform the Shared lives worker if any significant changes in the care and support needs of the individual are identified.
11. To adhere to the Shared Lives scheme’s Medication Management Policy and Good Practice Guidelines, which provide guidance on the safe storage and administration of medication.
12. To only administer medication if this is a documented care and support need in the individual’s personal plan, and the Shared lives carer has received training in safe administration of medication.
13. To adhere to the Shared Lives scheme’s Safe Management of People’s Money, Valuables and Financial Affairs – Carer Guidelines, which provide guidance on arrangements to support individuals to manage their money.
14. To support the individual to manage their money, as required in the individual’s personal plan and financial plan.
15. When instructed by a member of staff from the Shared Lives scheme, keep and maintain records about the individual. Records could include recordings about the individual’s care and support, medication, and finances (including the safekeeping of money or valuables).
16. To keep all records in a secure place and to return all records to the Shared Lives scheme when the arrangement comes to an end.
17. To cooperate with the Shared Lives scheme in completing a fire safety checklist and fire plan in the home. The fire safety checklist and fire plan must be reviewed annually.
18. Not to disclose any personal information about the person without his/her agreement, and in line with the Shared Lives scheme’s policy on confidentiality. This applies regardless of whether the individual is in a Shared Lives arrangement, away from the arrangement, or after the arrangement has ended.
19. To inform the Shared Lives worker or Shared Lives manager straight away about any allegations, concerns or suspicions about the possibility of abuse or neglect of an individual, and to follow the scheme’s safeguarding procedure.
20. To inform the individual(s) living with the Shared Lives carer or receiving support from the carer about planned visits by Shared Lives scheme staff, so that they can be present during the visit if they wish.
21. To positively engage in the regular support and monitoring visits by staff from the Shared Lives scheme, allowing access to the home at all reasonable times.
22. To positively engage in carer reviews, completed by a Shared Lives worker. The review will include a review of the obligations, roles and responsibilities set out in this carer agreement and also in any individual arrangement agreements that have been entered into.
23. To attend all core training courses: Principles and Values, Safeguarding, Mental Capacity Act, Infection Control, Basic First Aid, Food Hygiene Awareness, Administration of Medication, and Health and Safety & Risk Assessment training.
24. To participate in training on an ongoing basis, attending a minimum of two training courses per year, and attending all courses identified as necessary by the Shared Lives worker.
25. To attend a minimum of two carer meetings per year.
26. To positively engage in any meetings with the Shared Lives scheme’s responsible individual.
27. To positively engage in any meetings with inspectors from Care Inspectorate Wales.
28. To inform the Shared Lives scheme (or out-of-hours emergency service) within 24 hours of any accident or incident involving the individual, including:

* any serious infectious disease in the Shared Lives carer’s home;
* any serious accident or injury or illness of the individual;
* any event that may have an adverse effect on the individual;
* any theft or burglary in the Shared Lives carer’s home;
* any incident concerning the individual which is reported to or investigated by the police;
* any complaint or allegation made by the individual against the Shared Lives carer or any other person, or against the Shared Lives scheme;
* any unexplained absence of the individual from the Shared Lives carer’s home;
* any formal restraint which may restrict or deprive the person of their liberty
* the death of the person.

All verbal notifications must be confirmed in writing.

1. To inform the Shared Lives scheme as soon as possible, even if the carer does not have anyone in a Shared Lives arrangement at the time, of:

* any criminal or civil conviction;
* any proposed change of address;
* any proposed change of accommodation;
* any change in the composition of the household;
* any change in personal circumstances that may affect their ability to support the person;
* any proposal to have time away from their caring role.

All verbal notifications must be confirmed in writing.

1. To follow the scheme’s whistleblowing procedure if there is cause for concern about the conduct or practice of other Shared Lives carers, Shared Lives workers, volunteers, or the Shared Lives scheme manager, or about the way the Shared Lives scheme operates.
2. To follow the Shared Lives scheme’s complaints procedure if there is a concern that the Shared Lives scheme has breached any of its responsibilities or if the Shared Lives carer is dissatisfied with any aspect of the scheme.
3. To consider becoming a member of Shared Lives Plus. Shared Lives Plus provides the following for its members: an independent, and confidential helpline for information and advice, legal expenses cover if the Shared Lives carer has an allegation made against them resulting in being taken to court and/or the scheme is seeking to de-approve them, access to a legal helpline which the Shared lives carer can use for advice on any relevant legal issue, and the opportunity to meet or get in touch with other carers.