

# How to register as a Home Care Service Provider (Individual Care Worker)

The law means that you may need to register if you are an individual carer, providing care in someone's home, and you are not employed by a Home Care service.

## Why?

- The Regulation of Care (Jersey) Law ('the Law') came into effect on 1<sup>st</sup> January 2019. Under this Law, the provision of a home care service is now a regulated activity.
- The Law states that individual carers who are providing a home care service for payment directly from the person receiving care are required to be registered

You need to register because we need to be sure that as an individual home care worker you are a person of good character, and that you are able to do this job because you have the necessary skills and experience.

The law says a fit person to be registered is someone who:

- is of good character
- has the relevant qualifications, skill, knowledge or experience necessary and
- has not been sentenced or imprisoned for offences that make the person unsuitable to be registered, or whose name is not on a barred list
- has never been declared bankrupt in Jersey or elsewhere
- is physically and mentally fit to be registered.

## Your application

You may already be providing care and if this is the case you need to get in touch with us immediately and apply to be registered.

You may be thinking about becoming an individual home carer, and if this is the case it is necessary to register before you start work.

All individual home care workers are required to complete an application form and provide supporting documentation in full. A Regulation Officer may contact you if they require further information about your application.

## Conditions of registration

The law also says that the Commission must impose the following conditions:

- You must have an address in Jersey
- You must supply a Statement of Purpose, which is a document that includes a description of services and your aims and objectives. A sample copy is available on the Commission website. You must give a copy to any care receiver and his or her representatives, and to any other person involved in his or her care, like a nurse or social worker

- You must provide care only to agreed categories of care receivers, for example: adults 60+, dementia, learning disability
- You must provide care only up to a stated maximum number of hours, usually no more than 48 hours per week
- You must provide care only to care receivers of a stated age
- You must provide care in accordance with your Statement of Purpose
- You must pay a registration fee of £52.53, and an annual fee of £51.25.

## What do we need from you?

<p><b>Application form</b></p>	<p>An application needs to be completed in full and be accompanied with the necessary supporting documentation. A template application can be found on the Commission’s website.</p> <p>If you require any help or advice to complete your application please contact <a href="mailto:enquiries@carecommission.ie">enquiries@carecommission.ie</a></p> <p>Your application will ask for details of the people you will be caring for and these details need to be supplied in full. If you do not have any care receivers, you can still be registered but must notify the Commission as soon as you start work.</p>
<p><b>Identity and employment history</b></p>	<p>We need you to show us proof of your identity by means of a Passport or Driving Licence. We need your home address.</p> <p>The form asks for a CV to be attached, or there is space on the form for a full employment history. It’s important to tell us about and explain any gaps in employment since you left school. For example, travelling, starting a family.</p>
<p><b>References</b></p>	<p>We ask for two references, including a current or recent employer if there is one. We need their names and contact details and we will ask them for a reference.</p>
<p><b>Criminal records check</b></p>	<p>We need to see a certificate from an enhanced Disclosure and Barring Service (DBS) check. This can be from another employer only if you have signed up to the up-date service, or if your DBS has been completed within three months of making your application.</p> <p>If you need to make a new application for a DBS check and require advice on where you can apply, please contact <a href="mailto:enquiries@carecommission.ie">enquiries@carecommission.ie</a></p> <p>You will not be registered if you have been sentenced to a term of imprisonment for an offence that makes you unsuitable to work in this care/support role, or if you appear on any barred list or have been convicted of an offence against a care receiver.</p>

	Once registered you must renew your DBS check on a three yearly basis, as a minimum.										
<b>Medical fitness</b>	You are also required to provide assurance of medical fitness for the role by submitting a Statement of Fitness form which must be completed by your doctor. A copy of the form can be found on the Commission website.										
<b>Public Liability insurance</b>	You need to provide evidence that you have Public Liability Insurance. A lot of insurers combine Public Liability with other things and call it “carers insurance”. Usually £5m worth of Public Liability insurance plus Personal Accident insurance, Legal Expenses, Protection against errors and omissions in the provision of medical treatment, Accidental damage to property, Accidental bodily injury to any person, Loss of Property. You shouldn’t expect to have to pay more than £100 a year for the appropriate cover.										
<b>Qualifications</b>	<p>If you hold a professional qualification (for example if you are a nurse or a social worker) then verification of your qualifications will be checked through the relevant professional body.</p> <p>If you hold other relevant qualifications, such as NVQ/QCF/RQF, you will need to present your certificates for verification and provide copies with your application.</p>										
<b>Training Certificates</b>	<p>You will be expected to complete and remain up to date with the following basic training as a minimum:</p> <table border="1"> <tr> <td><b>First aid</b></td> <td>To be updated a minimum of every 3 years</td> </tr> <tr> <td><b>Safeguarding</b></td> <td>To be updated a minimum of every 3 years</td> </tr> <tr> <td><b>Moving &amp; handling people</b></td> <td>To be updated a minimum of every 3 years</td> </tr> <tr> <td><b>Food hygiene</b></td> <td>To be updated a minimum of every 3 years</td> </tr> <tr> <td><b>Infection control</b></td> <td>To be updated every year</td> </tr> </table> <p>You are required to present your certificates for verification and provide copies with your application.</p> <p>Further training maybe required depending on the needs of the person you will be supporting. For example, where equipment is required.</p>	<b>First aid</b>	To be updated a minimum of every 3 years	<b>Safeguarding</b>	To be updated a minimum of every 3 years	<b>Moving &amp; handling people</b>	To be updated a minimum of every 3 years	<b>Food hygiene</b>	To be updated a minimum of every 3 years	<b>Infection control</b>	To be updated every year
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	You need to keep up to date with your training and provide evidence of this, and this will be a condition of your registration.
<b>Statement of Purpose</b>	We want you to give us a description of services you provide, including where and to whom they are or will be provided, along with your aims and objectives and intended outcomes. A sample form and template are available on the Commission's website.

## Once registered

The Commission will not undertake inspections of individually registered home care workers. However, a regulation officer will contact you at least annually to review and ensure that you are meeting the requirements of your registration.

If a concern has been raised, the Commission may undertake an investigation and will require access to any relevant documentation. In certain circumstances the Commission may impose discretionary conditions on registration and can cancel the registration of an individual home care service provider.

For further information please refer to the guidance document for **Registered Home Care Service Providers (Individual Care Workers)** on the Commission's website

## Other things you need to know

It is possible that you will be providing care to someone who employs you directly, or you will be employed by their representative. You and your employer will need to declare this arrangement to the Customer and Local Services department, and you may both be liable for national insurance contributions.

You may want to be self-employed and invoice your care receivers or their representatives for payment for your services. At present (it may change) if you work for more than two households you need to apply for a Business License.

### Population Office (Business Licensing)

T 01534 444444

E [businesslicensing@gov.je](mailto:businesslicensing@gov.je)

Visit: Monday to Friday, 8.30am to 5pm, Population Office, Philip Le Feuvre House, La Motte Street, St Helier JE4 8PE

**Please be aware that whilst there is no limit to the number of care receivers you can be employed by, you must not work more than 48 hours a week in total. If you are a live-in carer then you need to keep a log of the hours you work.**

There is another way you can be paid. The Long-Term Care (LTC) scheme provides financial support to Jersey care receivers who are likely to need long-term care for the rest of their life, either in their own home or in a care home.

For a registered individual to be paid through the LTC scheme, the individual will need to contact the team manager for Pensions and Care at Customer & Local Services. As part of the approval process, you will also be required to sign an Approved Home Care Provider Framework (APF)

**Thomas Cairns, Team Manager Pensions and Care**

Direct +44(0)1534 447341

Government of Jersey Customer and Local Services Long-Term Care

Philip Le Feuvre House, PO Box 55, La Motte Street, St Helier, Jersey, JE4 8PE

Once you are approved, health and social care professionals can commission you to provide care for eligible residents.

The law says that when care services are commissioned by the States (usually by a health and social care professional), the registered carer must ensure that the contract includes the requirements of that service. In particular, the contract must set out how you can raise concerns about any lack of care or risks to care receivers. This might be that there are not enough care hours provided or that you can't meet the terms of the contract because of the environment, lack of equipment or other limitations.

When you become aware of any of the concerns mentioned above you must notify the Commission as well as the relevant health and social care professional.

**Contact details**

**Jersey Care Commission**

2<sup>nd</sup> Floor, 23 Hill Street

St Helier

Jersey

JE2 4UA

Enquiries: [enquiries@carecommission.je](mailto:enquiries@carecommission.je)

Tel: 01534 445801

The Application form, the Statement of Medical Fitness form, and the Statement of Purpose form can be downloaded from our website.

Website: [www.jerseycarecommission.je](http://www.jerseycarecommission.je)