

How to register as an individual providing a home care service (Individual Care Worker)

The law means that you may need to register if you are an individual, 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 1st January 2019. Under this Law, the provision of a home care service is a regulated activity.
- The Law states that individuals who are providing a home care service for reward (payment) 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 have the necessary skills and experience to carry out your role.

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 be thinking about becoming an individual providing a home care service and if this is the case it is necessary to register before you start work.

All individuals are required to complete an application form and provide supporting documentation in full. A Regulation Officer will contact you if they require further information and decide to meet with you to discuss 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

What do we need from you?

Application form	<p>An application needs to be completed in full and be accompanied with the necessary supporting documentation. The application can be found on the Commission's website.</p> <p>If you require any help or advice to complete your application, please contact enquiries@carecommission.je</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>
Identity, right to work in Jersey and employment history	<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>You must provide details of your employment history, and explain any gaps in employment, such as time taken for travelling or starting a family.</p> <p>We need to see evidence that you have the right to work in Jersey, so please provide a copy of your registration card.</p>
References	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.

Criminal records check	<p>We need to see an enhanced certificate from the Disclosure and Barring Service (DBS). 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 enquiries@carecommission.je</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, have been declared bankrupt, have been disqualified for holding office as a company director in Jersey or elsewhere.</p> <p>Once registered you must renew your DBS check on a three yearly basis, as a minimum.</p>
Medical fitness	<p>Please either tick the box on the application form to declare that you are medically fit to provide and manage the home care service or provide a statement of medical fitness form signed by your doctor. There is no requirement to do both.</p>
Public Liability insurance	<p>You need to provide evidence that you have public liability insurance. The amount of public liability cover you will need will be dependent upon many different factors, so should be discussed with your insurer.</p>
Qualifications	<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>

Training Certificates	<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 data-bbox="549 321 843 422">*First aid</td><td data-bbox="843 321 1467 422">To be updated a minimum of every 3 years</td></tr> <tr> <td data-bbox="549 433 843 534">Safeguarding</td><td data-bbox="843 433 1467 534">To be updated a minimum of every 3 years</td></tr> <tr> <td data-bbox="549 545 843 646">*Moving & handling people</td><td data-bbox="843 545 1467 646">To be updated a minimum of every 3 years</td></tr> <tr> <td data-bbox="549 658 843 759">Food hygiene</td><td data-bbox="843 658 1467 759">To be updated a minimum of every 3 years</td></tr> <tr> <td data-bbox="549 770 843 848">Infection control</td><td data-bbox="843 770 1467 848">To be updated every year</td></tr> </table>	*First aid	To be updated a minimum of every 3 years	Safeguarding	To be updated a minimum of every 3 years	*Moving & handling people	To be updated a minimum of every 3 years	Food hygiene	To be updated a minimum of every 3 years	Infection control	To be updated every year
*First aid	To be updated a minimum of every 3 years									
Safeguarding	To be updated a minimum of every 3 years									
*Moving & handling people	To be updated a minimum of every 3 years									
Food hygiene	To be updated a minimum of every 3 years									
Infection control	To be updated every year									
	<p>You are required to present your certificates for verification and provide copies with your application.</p>									
	<p>Additional training may be necessary based on the needs of the person you are supporting. For example, if you are caring for individuals with dementia, learning disabilities, or other health conditions, it is important that you have a deeper understanding of their specific needs.</p>									
	<p>You need to keep up to date with your training and provide evidence of this, and this will be a condition of your registration.</p>									
	<p>*Please note that practical skill development is required for First Aid and Moving and Handling training. Online training is not enough.</p>									
Statement of Purpose	<p>We ask 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.</p>									
Handling Sensitive Information	<p>As an individual home care worker, you need to register with the Jersey Office of the Information Commission to make sure you follow data protection legislation.</p>									
Registration fee	<p>Upon registration, a registration fee is payable. The amount required can be found at Regulation of Care (Fees) (Jersey) Order 2022. This must be received by the Commission before your registration can be completed.</p>									

Once registered

The Commission will not undertake inspections of individuals registered to provide a home care service. However, you will be required to meet with a regulation officer 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.

Each year, an annual fee of is payable. The amount required can be found at [Regulation of Care \(Fees\) \(Jersey\) Order 2022](#). This must be paid to the Commission by 31st January in each calendar year. The Commission reserves the right to cancel the registration of anyone who has not paid the annual fee by this date, so be aware that a failure to pay the annual fee may result in you being removed from the register.

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. It is your responsibility to seek advice from the Customer and Local Services department, to discuss potential payment of contributions and tax liability. You should also seek advice about the need for a business license at www.gov.je

Working hours

Please be aware that whilst there is no limit to the number of care receivers you can provide care and support to, 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.

If you would like to discuss registration, please contact us:

Jersey Care Commission

1st Floor, Capital House
8 Church Street
St Helier

Jersey JE2 3NN

Enquiries: 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