KENT ADULT SOCIAL SERVICES DIRECTORATE

ADULT PLACEMENT SCHEME

STATEMENT OF PURPOSE
# Kent Adult Placement Scheme

## Statement of Purpose

Reviewed October 2010

## CONTENTS

<table>
<thead>
<tr>
<th>SECTION 1 – POLICY AND PERFORMANCE FRAMEWORK</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>4</td>
</tr>
<tr>
<td>National legislative and policy framework</td>
<td>4</td>
</tr>
<tr>
<td>Kent Policy Statement</td>
<td>5</td>
</tr>
<tr>
<td>Aims and objectives</td>
<td>5</td>
</tr>
<tr>
<td>Services provided by Kent Adult Placement Scheme</td>
<td>5</td>
</tr>
<tr>
<td>Service principles and values</td>
<td>6</td>
</tr>
<tr>
<td>Recruitment of carers</td>
<td>7</td>
</tr>
<tr>
<td>Placement of service users</td>
<td>7</td>
</tr>
<tr>
<td>Standards of care</td>
<td>8</td>
</tr>
<tr>
<td>Monitoring Performance</td>
<td>8</td>
</tr>
<tr>
<td>Complaints procedure</td>
<td>9</td>
</tr>
<tr>
<td>Registration requirements</td>
<td>9</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 2 – RECRUITMENT, ASSESSMENT AND MANAGEMENT OF CARERS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruitment</td>
<td>10</td>
</tr>
<tr>
<td>Determining suitability</td>
<td>11</td>
</tr>
<tr>
<td>Assessment</td>
<td>13 – 14</td>
</tr>
<tr>
<td>Approval</td>
<td>15</td>
</tr>
<tr>
<td>Supervision &amp; monitoring</td>
<td>15</td>
</tr>
<tr>
<td>Support &amp; development</td>
<td>16</td>
</tr>
<tr>
<td>Review of approval</td>
<td>17</td>
</tr>
<tr>
<td>Complaints and allegations</td>
<td>18</td>
</tr>
<tr>
<td>Withdrawal of approval</td>
<td>18</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 3 – REFERRAL, PLACEMENT AND SUPPORT OF SERVICE USERS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Suitability</td>
<td>20</td>
</tr>
<tr>
<td>Referrals of service users</td>
<td>20</td>
</tr>
<tr>
<td>Care Plan</td>
<td>21</td>
</tr>
<tr>
<td>Matching the Carer and Service User</td>
<td>21</td>
</tr>
<tr>
<td>Introductory visits</td>
<td>22</td>
</tr>
<tr>
<td>Placement agreement</td>
<td>23</td>
</tr>
<tr>
<td>Financial arrangements</td>
<td>23</td>
</tr>
<tr>
<td>Ending a placement</td>
<td>24</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SECTION 4 – PLACEMENT TERMS AND CONDITIONS</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>AP Carer</td>
<td>25 - 27</td>
</tr>
<tr>
<td>Adult Placement Scheme</td>
<td>28 - 31</td>
</tr>
<tr>
<td>Kent Adult Social Services</td>
<td>31 - 33</td>
</tr>
<tr>
<td><strong>SECTION 5 – PANEL TERMS OF REFERENCE</strong></td>
<td></td>
</tr>
<tr>
<td>----------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>Introduction</td>
<td>34</td>
</tr>
<tr>
<td>Legal framework</td>
<td>34</td>
</tr>
<tr>
<td>Purpose of Panels</td>
<td>34</td>
</tr>
<tr>
<td>Panel Membership</td>
<td>34</td>
</tr>
<tr>
<td>Appointment to Panels</td>
<td>35</td>
</tr>
<tr>
<td>Resignation and removal</td>
<td>36</td>
</tr>
<tr>
<td>Panel management</td>
<td>36</td>
</tr>
<tr>
<td>Reports to Panel</td>
<td>36</td>
</tr>
<tr>
<td>Decision making process</td>
<td>37</td>
</tr>
<tr>
<td>Decisions</td>
<td>38</td>
</tr>
<tr>
<td>Review of decisions</td>
<td>38</td>
</tr>
<tr>
<td>Attendance at Panel</td>
<td>39</td>
</tr>
<tr>
<td>Quality Assurance</td>
<td>39</td>
</tr>
<tr>
<td>Appendix 1 – Registration requirements</td>
<td>40-42</td>
</tr>
<tr>
<td>Appendix 2 – Carer breaks framework</td>
<td>43-45</td>
</tr>
<tr>
<td>Appendix 3 – Glossary of terms</td>
<td>46</td>
</tr>
</tbody>
</table>
SECTION 1 – POLICY & PERFORMANCE FRAMEWORK

Introduction

This Statement of Purpose sets out the policy and performance framework and procedure for Kent’s Adult Placement Scheme.

The document is organised as follows:

- Section 1 – Policy and performance framework
- Section 2 – Recruitment, assessment and management of carers
- Section 3 – Referral, placement and support of service users
- Section 4 – Adult Placement Terms and Conditions
- Section 5 – Panel Terms of Reference

National legal and policy framework

Relevant legislation includes:

- The NHS and Community Care Act 1990
- The Chronically Sick and Disabled Persons Act 1970
- The National Assistance Act 1948
- The Disabled Persons Act 1986
- The Health and Social care Act 2008
- The Fair Access to Care Eligibility Criteria Assessment Framework

Relevant national policy:

- Care quality commission (registration) regulations (2009) [http://www.cqc.org.uk/guidanceforprofessionals/adultsocialcare/legislation.cfm]
- Valuing People now(2007) [http://www.valuingpeoplenow.dh.gov.uk/valuing-people-now#non]
- A person’s community care needs are assessed under the NHS Community Care Act 1990/The Disabled Persons Act 1986. Following an assessment of need under the Act(s), eligibility for services is then determined by employing the FACS. This framework applies to all potential and existing service users and carers. It consists of four bands, critical, substantial, moderate and low. Kent Adults Social Services currently provide services for those whose assessed needs fall into the critical, substantial or moderate bands.
Kent policy statement

Kent Adult Social Services has summarised its overall aim as:

‘To help the people of Kent to live independent and fulfilled lives, safely in their local communities’.

Kent’s Adult Placement Scheme is one of a range of services designed to help Kent achieve its aim for vulnerable people as it provides a flexible alternative to residential care. The Adult Placement Scheme should always be considered when vulnerable adults are assessed as being unable to remain in their own homes.

In addition, the Adult Placement Scheme must be considered for young people in transition who are not living at home or where there is the likelihood that they will be seeking a placement away from home.

Aims and Objectives

The Kent Adult Placement Scheme offers vulnerable adults the opportunity to stay in the homes of specially recruited, trained and approved carers living in the community on a long, or a short-term basis. Each placement provides alternative and highly flexible forms of accommodation and/or care and enables vulnerable people to share the life and activities of the Adult Placement Carer and to be as independent as possible. Adult Placement Scheme and placements are tailored to meet the needs of the individual.

The role of the Adult Placement Scheme is to support and enable the Adult Placement Carers to provide high quality care and support to the service user placed with them. The Adult Placement Scheme will continue to support the Adult Placement Carer throughout the placement and will ensure that they provide the level of care and support that has been agreed.

Kent Adult Placement Scheme is not responsible for directly supporting the service user.

Services provided by Kent Adult Placement Scheme

Kent APS aims to provide placements for vulnerable men and women who are over 18 years of age, who may have a learning disability or a physical or sensory impairment, or are elderly and who need relatively high levels of practical and emotional support and personal care.

The following services are available:

- Short and long term placements
- Respite placements/short breaks (which could include day care, overnight stays)
- Rehabilitation or preparation for independence placements

Kent Adult Placement Scheme will consider emergency placements where a service user is known or there is sufficient information available about the service user to ensure a suitable placement. Every effort will be made to make placements that are urgent.
The majority of placements are for individuals but the Adult Placement Scheme will try to provide a service to the following if a suitable placement is available:

- Siblings
- Parent/adult daughter or son
- Couples

The Adult Placement Scheme will make every effort to find suitable placements that will accommodate, for example:

- Wheelchair users
- Religious beliefs and cultural practices

**Service Principles and Values**

Kent Adult Social Services is committed to:

- Putting people and their needs first.
- Ensuring the availability of high quality services.
- Valuing, developing and supporting the Social Care workforce.
- Working in partnership with individuals, families and other organisations.
- Making the best use of our resources.
- Creating the conditions, with others, for equality of opportunity.
- Constantly striving to improve.

In addition, Kent Adult Placement Scheme operates to the following principles and values:

- Enabling people to exercise power and control over their own lives
- Providing an individualised service to people based on needs and ability
- Service users having the right to experience a life style that most people would value as desirable for themselves and their families
- Meeting the needs of the service users and of the carers
- Offering a consistent relationship, inclusion within social networks and the opportunity to develop personal social relationships
- Provision of a flexible and individual service that is responsive to the changing needs of service users and carers
- Recognising that Adult Placement Carers are an essential resource and should be valued accordingly
- Working in partnership with care management to ensure that an overall package of services are available to the service user
- Exceptionally high standards of integrity and respect for all;
- Promotion of a stable and safe environment ensuring that vulnerable people are protected from abuse and neglect;
- The achievement of positive outcomes by offering high quality care placements, which meet the welfare and social needs of all vulnerable people appropriately.
- The promotion of the health and personal care needs of all vulnerable people in the Adult Placement Scheme care placements.
- Encouraging team and personal development for both staff and Adult Placement Scheme Carers.
Kent Adult Placement Scheme
Statement of Purpose

Reviewed October 2010

- Anti-discriminatory policies, which promote equal opportunities for all and value diversity of both service users and carers regardless of, gender, sexual orientation, ethnic background, age, religious beliefs, disability or marital status.
- The individual's needs/wishes/feelings/abilities and inherent potential are paramount and are taken into account in relation to placements.
- Service users will be fully involved in agreeing their Service User Plan and Placement Agreement and encouraged to participate fully in reviews. Where assistance is required, arrangements will be made for an advocate to provide support.

Recruitment of carers

The recruitment and management of the Kent Adult Placement Scheme is subject to policy and procedure that has been approved by Kent Adult Social Services Directorate and is set out in Section 2 of this document.

All Kent Adult Placement Scheme Carers are assessed by qualified and experienced Adult Placement Officers, using robust procedures based on those of National Association of Adult Placement Schemes (NAAPS).

Adult Placement Scheme carers receive preparation, induction and further development. Kent Adult Placement Scheme expects its carers to participate in training and has developed a training strategy to develop carer skills. Training is commissioned through the Adult Social Services training manager and is focused on enhancing carers' knowledge of coping strategies, to ensure successful and positive experiences.

In addition carers receive regular supervision and support throughout their caring career and the effectiveness of this is evaluated in their annual review.

Placement of Service Users

Kent's policy encourages Care Managers to consider the Adult Placement Scheme as an alternative to residential care. It recognises that a nurturing family placement can be an excellent way of meeting a vulnerable adult's needs. The placement of Service Users in an Adult Placement Scheme placement is subject to policy and procedure that has been approved by the Adult Social Services Directorate and is set out in Section 3 of this document.

Vulnerable adults are placed in the Adult Placement Scheme's care for a wide range of reasons. Kent Adult Placement Scheme Carers offer consistently high standards of care in a variety of settings. These will include mutual support, diverse choice of placements, rehabilitation, and preparation for independence and integration in the local community.

The complexity of the vulnerable person's needs is taken into account when making a placement, in order to ensure an appropriate match. The main priority is the person's welfare and their individual needs. The Kent Adult Placement Scheme provides a positive and consistent response to these needs. It endeavours to match vulnerable adults with families who have an interest in a specific need.
Placement Terms and conditions

The policy and expectations relating to Adult Placement Scheme placements are set out in the Adult Placement Scheme’s Terms and Conditions under Section 4 of this document. These form the Adult Placement Carer Agreement.

Standards of care

The Kent Adult Placement Scheme service has been developed and is managed in accordance with the Health and Social care (England) Regulations 2009 and the principles outlined in the Health and Social Care Standards Act 2008.

Underpinning the Adult Placement Scheme are the following principles and objectives, as set out in the Health and social care regulations 2009:

- All people have the right to live an independent life in the community and to enjoy all the rights and responsibilities of citizenship.
- The Adult Placement Scheme will promote the physical, emotional, psychological and spiritual well being of the service user.
- The Adult Placement Scheme will promote the protection of service users from abuse or harm.

As a local authority provision, the Adult Placement Scheme is also subject to Kent Adult Social Service’s policies and procedures. This provides staff and carers with comprehensive written guidance and management support to enable them to offer an efficient service. Kent APS are committed to establishing and maintaining standards and offering quality provision.

Monitoring performance

- The performance of the Kent Adult Placement Scheme will be monitored at a number of levels and in a number of ways:
- The Care Quality Commission (CQC) will inspect regularly to ensure that Kent’s Adult Placement Scheme complies with legislation and standards
- A Supporting People inspection will be undertaken annually to ensure that the Kent Adult Placement Scheme is compliant with required procedures
- Kent Adult Social Services will monitor the Adult Placement Scheme’s activity at a strategic level against the objectives, performance indicators and tasks as contained in the Directorate Business Plans (level 2 & 3) in accordance with the monitoring plans agreed by OMT:
  - Numbers of Adult Placement Scheme carers approved
  - Number of new Adult Placement Scheme placements each month (by client type)
  - Number of new placements (by service type)
  - Number of Adult Placement Scheme Carers/Service Users leaving the scheme

The Kent Adult Placement Scheme will monitor the quality of placements through:

- The supervision of Adult Placement Scheme carers (using the Principles of Good Care assessment tool)
Kent Adult Placement Scheme
Statement of Purpose
Reviewed October 2010

- Direct feedback from Service Users during visits that are undertaken by Adult Placement Scheme staff and Care Managers
- External feedback from relatives, or services that the individual may access.
- The staff supervision process
- Staff meetings

Complaints procedure

The Kent Adult Placement Scheme welcomes comments, compliments and complaints about services. It is pleasing to hear where people are satisfied with services but we also need to know if someone is unhappy with the services provided. It aims to learn from compliments and complaints received to improve our service for the future.

Any complaints about the Adult Placement Scheme will be dealt with under the Adult Social Services Complaint Procedures. Further information can be obtained from the leaflet entitled ‘If you wish to complain about Kent Social Services’. A copy of this leaflet together with an alternative version ‘How to Complain’, is enclosed in the Service User Guide.

The Registered Provider will ensure that every complaint made under the complaint procedure is fully investigated.

The Registered Provider will ensure that within a period of 28 days beginning on the date on which the complaint is made, or such shorter period as may be reasonable in the circumstances, the person who made the complaint is informed of the action (if any) that is to be taken in response.

The Registered Provider will maintain a record of each complaint, including details of the investigations made, the outcome and any action taken in consequence, ensuring that the records are:

- kept up to date, in good order and in a secure manner; and
- retained for a period of three years from the last date of entry

The Registered Provider will supply to the Care Quality Commission, at its request, a statement containing a summary of the complaints made during the twelve months ending on the date of the request and the action taken in response.

They can also, if they wish, contact the Care Quality Commission.

Care Quality Commission
Citygate
Gallowgate
Newcastle Upon Tyne
NE1 4PA
Telephone: 03000 616161

Registration requirements

Details of management and staff required for registration of the Adult Placement Scheme are set out in Appendix 1 attached.
SECTION 2 – RECRUITMENT, ASSESSMENT AND MANAGEMENT OF CARERS

Recruitment

Gateway – The Kent Adult Placement Scheme will have dedicated administrative staff who will provide a gateway into the service and provide the following functions:

- Co-ordinate advertising
- Dedicated telephone line/answerphone so all enquires routed to them
- Provide consistent responses to enquiries
- Collate and send out packs and application forms
- Initial screening to see whether those enquiring meet minimum criteria for acceptance for assessment
- Receive and acknowledge applications
- Input details of enquiry/application into database
- Track application during assessment process and provide ongoing link/liaison
- Take up references (admin support)

Advertising – will use a range of media (newspapers, radio, posters, website) and include:

- Campaigns
- Drip drip advertising
- Editorials (particularly in relation to campaigns)
- Website

Adverts will be general (setting out the range of care needs) and specific for districts or particular types of carers).

Advertising should target those with caring qualifications or experience through nursing and social care magazines. Information should also be made available through NHS and Local authority retirement information.

Bounty scheme - Kent has a continuing need to increase and replenish it's bank of Adult Placement Scheme Carers and, since it is recognised that the best way of finding new Carers is by word of mouth through existing Carers – often relatives or friends – a bounty payment is made to any existing carers who successfully introduce new carers to the Service. The normal rate is £250 but can be raised when targeting recruitment in particular districts or for particular service users. The bounty would be paid when the new Carers take their first placement.

Information - general information about the scheme will be provided over the telephone and an information pack and an application form will be sent out to the prospective Carer, if appropriate.

Prospective Carers should be invited to a local carer group meeting to discuss the scheme.
Open event – where there are sufficient prospective carers an open event should be held at a good quality, accessible venue where they can meet existing Adult Placement Scheme carers, see presentations and raise issues.

Tracking – the Gateway and Recruitment Co-ordinator will also play an important role in ensuring their own timely responses and those of the Adult Placement Scheme workers

- Initial enquiry should be responded to within 3 working days
- Packs should be sent out within 5 working days
- Follow up call (If required)– within 7 working days
- Initial visit booked within 2 weeks
- Clock starts tick for assessment on receipt of application
- From application to Panel should take 3-4 months

Determining suitability of applicants

The following conditions must be met when applying for general approval as an Adult Placement Scheme Carer:

**Status** - applications are welcomed both from couples in stable and enduring relationships and single adults.

**Availability** – will depend upon the level of service provided. Respite or day Carers may only be able to offer a few days a week. However, at least one Carer must be available at all times to meet the needs of Service Users in their care.

**Age** - applicants will normally between 25 and 65 years of age but a mature attitude and good health are more important. Carer’s will be required to carry out a medical questionnaire every year once over the age of 65 years.

**Accommodation** - there must be a vacant bedroom. The assessment of the accommodation will take into account the safety of the Service User and whether there is sufficient space for all the family. Single bedrooms will be a requirement in most cases.

**Contact** - applicants must have a home telephone

**Financial Security** - applications from people on low income or State Benefits (except Incapacity Benefit) are welcome. However, applicants will not be considered if they are experiencing financial problems.

Applicants must understand that registered Adult Placement Scheme Carers are self-employed and placements are made on the basis of the interests of the Service User. Therefore, KCC cannot make guarantees with regard to income. Adult Placement Scheme Carers are not paid while they do not have a person in a placement, even when the placement is available.

**Priority** – the applicant’s level of skills and knowledge will be taken into account when prioritising assessments.

**Working Carers** - can be considered to provide weekend or holiday respite.
**Transient Households** - applications will not be accepted from people who manage a household with a transient resident population – i.e. guest house or who take students or who wish to continue to work as foster carers, Link Family or Supportive Accommodation providers.

**Foster Carers** – existing KCC Foster Carers of a disabled young person who is about to reach the age of 18 will be welcomed as Adult Placement Scheme Carers for that young person if this is agreed by Children’s Social Services and Kent Adult Social Services as the most suitable arrangement and the Carer agrees. The Carer will not have to undergo a full assessment as the original Form F will be made available to the Adult Placement Scheme by Children’s Social Services Fostering Service. However, the Carer should receive information about the Adult Placement Scheme and complete the Common Induction Standards. The Form F should be updated before presentation to Panel.

**Transport** – if approved, Adult Placement Scheme Carers will normally be expected to help the Service User get to day activities, medical appointments, meetings and out and about as required. The Carer will also be expected to attend training.

If the Carer has access to a car and it is used to transport the Service User it must be properly taxed, insured, maintained and equipped at all times. If the Service User is in receipt of Mobility Allowance they will be in a position to contribute to the cost of their transportation in the Carer’s vehicle.

Alternatively the Carer must have access to and be comfortable using public transport.

**Health factors** - that may impact on applicants’ capacity to care for vulnerable adults will be considered when assessing applicants. These issues are important with regard to how they may impact on the applicant’s capacity to care for others.

Applications will not be accepted from people who:

- Suffer from or have recently received treatment for a psychiatric condition.
- Are or are thought to be drug or alcohol abusers
- Have had a serious health concern within the last year
- Are in receipt of Incapacity Benefit (main Carer)

**Smoking** - applications will be accepted from people who smoke. However, successful applicants would be expected to make arrangements to ensure that smoking does not occur in rooms that vulnerable adults use.

**Alcohol** – successful applicants will be expected to ensure that one Carer is sober when supporting a vulnerable adult.

**Convictions and cautions** - formal checks in the form of Enhanced Disclosures from the Criminal Records Bureau must be undertaken for all applicants and members of their household aged 18 and over.

[www.cqc.co.uk](http://www.cqc.co.uk)
Previous offending behaviour will be scrutinised and applications will not be progressed if any member of the household has been cautioned for, or convicted of:

- Offences against children
- Driving disqualification within the last 5 years.
- Any offence involving harm to another in the last 10 years

**Secondary Carers** – while not a requirement that affects eligibility, applicants will be advised that it is Kent APS policy to promote consistent care and to avoid disrupting resident service users wherever possible. Therefore, applicants will be asked whether they are able to identify someone from within their family or network of friends who may be willing to be assessed and approved as a secondary carer to provide cover when they need a break, preferably in the primary carer’s home.

### Assessment of Adult Placement Carers

**Initial visit** - when the Adult Placement Gateway Co-ordinator accepts an initial application an Adult Placement Officer will undertake an initial visit to the home of the prospective Carer within 7 working days (Subject to workload, if workloads are excessive then an initial visit to be booked with Carer and the Carer to be written to explaining high volume of applications). The initial visit will be attended by two workers from the Adult Placement Scheme, wherever possible.

The assessment process and the criteria for approval will be clearly explained to applicants at the initial visit

**CRB, agency checks and references** – these will instigated following the initial visit and undertaken in parallel with the assessment process to avoid delay. CRB checks will be made for all adults in the household who are likely to undertake tasks for the Service User in placement.

**Agency checks** - will also be undertaken within Kent’s own information systems and those of other local authorities where this is appropriate and applicants will be required to provide the following information:

- Proof of identity including a recent photograph e.g. driving licence, passport or birth certificate;
- A full employment history, together with a satisfactory written explanation of any gaps in employment;
- Where a person has previously worked in a position whose duties involved work with children or vulnerable adults verification of the reason why the position ended will be required;
- A letter from a mortgage lender or landlord confirming a) that the applicant has sought and gained permission to undertake placements, where permission is required by the terms of any mortgage, lease or tenancy agreement and b) that the applicant is not in arrears with their mortgage payments or rent, and that they are not in breach of the terms of their mortgage, lease or tenancy;
- Documentary evidence of any relevant qualification.

**References** - in addition to the statutory references a minimum of 4 references will be taken up for Adult Placement Scheme applications, i.e.:
Kent Adult Placement Scheme
Statement of Purpose

Reviewed October 2010

1. Medical reference
2. 2 personal references (references from family members are not acceptable)
3. 1 Employer reference

Assessment process – all eligible applicants will be assessed to determine whether they are suitable to become an Adult Placement Scheme Carer. Each application will be considered on its merits and every attempt will be made to ensure that the assessment process is both equitable and objective.

A minimum of 5 interviews will be carried out in the applicant’s home, following a standard assessment format, to determine their suitability to offer care under the scheme. An ability to support a Service User in activities outside the home will be as important as the type and standard of accommodation available. The assessment process should ideally be completed within 3-4 months.

The Kent Adult Placement Scheme will need to satisfy itself that applicants have good mental and physical health and vigour. Factors likely to be taken into account by this agency in applications include:

- Motivation
- Mental, physical and emotional well being
- Life style
- Understanding of the caring task
- Level of commitment to caring
- Sense of humour
- Patience
- Understanding of the needs of vulnerable adults
- Ability to manage and care for a vulnerable adult who may have emotional, health, or behavioural difficulties.
- Ability to link with service user’s family.
- Ability to meet the ethnic, cultural, religious, health needs of the service user.
- Suitability of accommodation.
- Ability to meet the religious and cultural needs of the service user
- Balance the needs and lifestyles of the people in the household
- Provide health and safe place to live
- Communicate effectively
- Develop positive relationships
- Support people and help them to manage their finances
- Support people to access education, employment or leisure
- Understand and challenge prejudice and discrimination
- Understand and respect confidentiality and privacy
- Keep clear and accurate records
- Understand Adult Placement Scheme roles and responsibilities

Preparation of applicants – If the applicant does not hold any prior qualifications; e.g. NVQ in care the scheme will require completion of the Adult Placement Scheme’s Common Induction Standards. An Adult Placement worker will advise how and when their knowledge will be assessed. The applicant’s understanding of the information provided will form part of
the assessment process and will be included in the final report to panel. The workbook will assist with identifying the applicant’s training needs.

Attendance at a local Adult Placement Scheme Carer support group should also be an integral part of the preparation.

**Conflict Resolution** – the relationship between the applicants and the Adult Placement officer is fundamental to the assessment process. On those rare occasions when a satisfactory relationship cannot be established this should be brought to the attention of the Adult Placement Scheme Manager and if it cannot be resolved an alternative Officer will be identified to undertake the assessment.

**Approval**

All applications are approved by an Adult Placement Scheme Panel. The function of Kent Adult Placement Scheme Panels is determined by the Kent Adult Placement Scheme Panels Terms of Reference set out in Part 5 of the Statement of Purpose.

**Challenging Panel Decisions** - applicants will be informed in writing as to whether they have been approved as Adult Placement Scheme Carers, and the terms of approval, once they have been presented to the panel. If the decision is not to approve the applicant, he/she will be informed in writing and will be given 28 days to make written representations asking that the Panel decision be reviewed.

Where an applicant who has not been approved following presentation to Panel and provides written representations within 28 days of receiving notice, the matter will be reconsidered at Panel, and a final decision made. Where applicants have asked in writing for a review of the decision they may attend panel to present their written representations in person.

For other matters where an applicant or Adult Placement Scheme Carer disagrees with the decision, he/she may make written representations within 28 days of receiving notice, the matter will be reconsidered at Panel, and a final decision made.

**Adult Placement Carer Agreement** - following approval an agreement between Kent Adult Social Services and the Adult Placement Carers will be drawn up in accordance with standard procedures and informed of the Adult Placement Terms and Conditions set out in Part 4 of the Statement of Purpose. The agreement sets out the key requirements of Adult Placement Carers. Adult Placement Officers will sign on behalf of Kent Adult Social Services. Adult Placement Officers need to ensure that newly approved Carers understand fully the expectations of them under both the Terms and Conditions and the agreement.

**Supervision and monitoring**

Following approval the Adult Placement team have responsibility to manage, supervise and monitor Adult Placement Carers to ensure the quality of the placement and care of the Service User. Adult Placement Carers are entitled to regular supervision by a named member of staff in the Adult Placement Scheme. Adult Placement Scheme Carers may expect to have formal contact with an Adult Placement Scheme team member at least every
6 weeks or more frequently if required. These monitoring visits will be recorded. During these visits the following will be discussed as a minimum:

- Discussion about any issues relating to the Service User in placement (these may have been raised by the Adult Placement Scheme Carer, the Service User or by the Care Manager)
- Actions agreed
- Training or development needs
- Medication
- Issues for attention of the Care Manager(s)

In addition, the Adult Placement worker will ensure that they see:

- Diary Records
- Finance Records

While staff in the Adult Placement Scheme will always seek to act in a supportive manner towards Adult Placement Carers, the primary responsibility of the Adult Placement Scheme in supervising Adult Placement Carers is to ensure the welfare of the vulnerable adult in placement.

Adult Placement workers should also carry out unannounced visits where there are concerns about the placement.

Support and development

Adult Placement Officers also have responsibility to support and develop Adult Placement Carers and they undertake this in a number of ways.

Sharing Information – consent from new Adult Placement Scheme Carers should be sought to share their name and phone number with the local Adult Placement Scheme group.

Induction – following approval Adult Placement Carers will be provided with a named ‘mentor’ who will be able to give advice and support.

Shared Lives (NAAPS) membership – Adult Placement Carers should be strongly advised to take out membership of the National Association of Adult Placement Schemes (NAAPS), ‘shared lives’, which offers specially tailored insurance for their members as well as legal advice and support.

Introductory Placements – where possible newly approved Carers who are not qualified or experienced with specific Service Users will undertake a respite placement for existing Carers as a way of introducing them into Adult Placement Scheme.

Support – Adult Placement Scheme Carers are important to the Adult Placement Scheme and play a key role in supporting Kent County Council's efforts to promote independence for vulnerable people. Therefore, Kent Adult Placement Scheme actively seeks to recognise the very important contribution made by Adult Placement Scheme Carers through provision of support. Support will be provided through:
• The allocated Adult Placement Assistant will contact the Adult Placement Carer by telephone during the first week following the placement of a Service User to check that all is going well
• The allocated Adult Placement worker will visit the Carer at their home every 6-8 weeks
• Adult Placement Scheme Carers will be strongly encouraged to attend local support groups
• Mandatory and optional training opportunities
• Adult Placement Scheme facilitate the carer to maintain contact throughout the duration of the placement with all professionals

Carer Support Groups – these groups are a combination of informal support network, focus group to provide feedback to Adult Placement Scheme and a forum for Adult Placement Scheme to present information and training.

Applicants should always be invited to a Support group as part of their assessment and should be given the very clear message that they are expected to attend the groups on a reasonably regular basis.

Training – starts with the Adult Placement scheme Common Induction Standards and is a continual process. All Adult Placement Carers will be offered both new training and training to update their skills on a regular basis following approval. The Adult Placement Carer’s training needs will be identified as part of the supervision process and intended to develop their skills and knowledge and to ensure that they can meet their obligations under the Adult Placement Service Agreement. Some training will be mandatory and other training voluntary.

Identification of additional training will take Adult Placement Scheme Carers existing qualifications and skills into account. Failure to attend training that has been identified as appropriate could place continued registration as an Adult Placement Scheme Carer at risk.

Formal qualifications such as NVQ (national vocational qualification) or NCF (national credit framework) may also be available.

To avoid unnecessary delay the Adult Placement Scheme will purchase places on generic courses from Kent Adult Social Services Training Team. It may also commission specialist courses where required.

Adult Placement Carers will be presented with certificates for the training courses they have attended. The Adult Placement Scheme will keep a training record on each Adult Placement Carer.

Adult Placement Carer groups should be consulted and involved in the design of training.

Where possible specialist training will be arranged to fit with the Carers commitments and if necessary special arrangements will be made to facilitate the Carer’s attendance.

On-line training will also be provided to Adult Placement Carers on subjects relevant to their role.

Review of Approval
Adult Placement Carers’ approval is reviewed on an annual basis, or more frequently where there are concerns. The annual review will be led by an Adult Placement Officer or Assistant.

Re-approval of Adult Placement Carers is not automatic, and where issues of concern have arisen the decision regarding renewal of approval may be referred to the Adult Placement Panel.

For all new Adult Placement Carers, the first Annual Review will be presented to the Team Manager for ratification as a matter of course and the re-approval of an Adult Placement Carer will be with the agreement of the registered Manager of the Adult Placement Scheme.

The annual review process will include the views of all the stakeholders. The Adult Placement Scheme will seek feedback from service users and if necessary, with the support of an advocate. These forms will contribute to the re-approval process.

If there are any significant changes in the make up of the Adult Placement Carer’s household or circumstances the re-approval of the Adult Placement Carer may need to be decided by the Adult Placement Panel.

The accommodation provided by Adult Placement Carers will be checked by an Adult Placement worker at least once a year and a health and safety assessment reviewed annually.

Adult Placement Officers and Assistants will share any significant concerns about the re-approval of an Adult Placement Carer with the registered approved Manager, and with the inspection authority if appropriate.

If there are concerns about a placement that is also approved for Foster Care, those concerns must be shared with the fostering team.

Placements will be reviewed if a Service User’s needs change and a new Care Plan is created.

Complaints and allegations against Adult Placement Scheme Carers

Adult Placement Carers are required to meet exacting standards of care. They are not permitted to use any kind of physical restraint and Kent County Council expects high standards of behaviour from them at all times, regardless of the difficulties presented by the vulnerable people they look after.

Service Users are vulnerable to abuse and exploitation and have an absolute right to protection.
However, it is not always clear whether allegations made against Carers are in fact an adult protection matter or an issue of complaint.

Details of these procedures will be made available to Adult Placement carers in the Carer Handbook.

**Withdrawal of Approval**

On rare occasions Kent Adult Social Services Directorate may also wish to terminate an Adult Placement Carer’s approval. Grounds for termination of approval include:

- Consistently poor care of a vulnerable person, or a pattern of poor care affecting a number of people
- Conviction for any offence which indicates that a person could be at risk in the individual's care
- Evidence that an Adult Placement Carer has neglected or emotionally, physically, or sexually abused a person
- Consistent and significant failure to comply with Kent County Council policies and procedures, including attendance at required training
- Financial misconduct in relation to any payments made or financial support provided for a service user’s benefit
- Serious physical or psychological ill-health of a carer that prevents him/her being able to care for a service user appropriately
- Misuse of drugs or alcohol or dependency.
- Series of concerns that lead Kent County Council to lose trust and confidence in the Adult Placement Scheme carer.

Should Kent County Council wish to terminate an Adult Placement carer’s approval, an investigation will be undertaken and the report presented to the Adult Placement Panel together with a Risk Assessment for the service user completed by the relevant care manager. This should determine the level of risk the service user is exposed to and will inform timescales for arranging alternative accommodation. If the service user is assessed as being at a high level of risk they will be immediately removed from the placement. It is the responsibility of the care manager to find alternative ‘safe’ accommodation.

A written notice that termination of approval is being sought will be sent to the Adult Placement carer.

If approval is withdrawn, the Adult Placement Carer will be given the reasons for the Panel’s decision in writing and details of the County Council complaints procedure.

A copy of any notice of termination of approval must be sent to any other authority or organisation that has a Service User placed with the Adult Placement Carer.
SECTION 3 – REFERRAL, MATCHING, PLACEMENT AND SUPPORT OF SERVICE USERS

Suitability for the Adult Placement Scheme

In all cases vulnerable adults being considered for an Adult Placement Scheme placement must meet Kent Adult Social Services eligibility criteria as set out in Fair Access to Care Services.

The Kent Adult Placement Scheme aims to provide placements for vulnerable men and women who are over 18 years of age, who may have a learning disability or a physical or sensory impairment, or are elderly and who need relatively high levels of practical and emotional support and personal care.

The following services are available:

- Short and long term placements
- Respite placements/short breaks (which could include day care, overnight stays)
- Preparation for independence placements
- Preparation for parenting

The Kent Adult Placement Scheme will consider emergency placements where a Service User is known or there is sufficient information available about the Service User to ensure a suitable placement. Every effort will be made to make placements that are urgent.

The majority of placements are for individuals but the Adult Placement Scheme will try to provide a service to the following if a suitable placement is available:

- Siblings
- Parents and baby
- Parent with adult daughter or son
- Couples

The Adult Placement Scheme will make every effort to find suitable placements that will accommodate, for example:

- Service User who may need rehabilitation following illness
- Wheelchair users
- Religious beliefs and cultural practices

However, some difficulties are hard to manage in a family home and the Adult Placement Scheme cannot accept referrals for Service Users with the following behaviours:

- Destructive and violent
- Soiling or smearing
- Inability to sleep at night or night wandering
Referral of Service Users

Referrals for long-term and respite placements will be accepted for those who meet the eligibility criteria set out above.

Referral to the Adult Placement Scheme should only take place following a joint assessment that includes the health needs of the Service User.

Referrals should include full information about the Service User including their behaviour to facilitate matching.

Advance referrals may be accepted for young people in transition before their 18th birthday if an Adult Placement has already been identified as the most appropriate option.

In some cases it may be appropriate to refer a Kent Looked after Child in transition in a long term foster placement with a view to the Carer transferring to the Adult Placement Scheme to provide continuing care.

The Care Manager will provide a copy of the relevant assessment together with a completed:

- Referral form (APS01)
- A Service User personal profile
- Costing model for the placement

If requested, an Adult Placement Worker will visit the potential Service User to discuss the Adult Placement Scheme and possible placements and may provide a guide to the Service User and/or relative in a format appropriate to the individual's understanding.

Support Plan

Kent Adult Social Services is working towards adopting a person centred approach, which will build on current practice, take Service Users views into account when drawing up a support plan, and will become an integral part of future service provision for adults.

A support plan must be completed by a Kent Adult Social Services Care Manager and must identify the scheme as an appropriate service that meets assessed eligible needs.

Care Managers will ensure that appropriate referrals are made to the Occupational Therapy Team to assess the need for specialist equipment or access requirements and then detail these needs in the care plan.

Consideration should also be given to making referrals to other professionals as appropriate.

Matching Carer to Service User

An important part of the referral process will be the successful matching of Adult Placement Carers and Service Users. A good match will depend upon the quality of the information that is available to share with the potential Carer.
The matching process considers the following factors to both Carers and Service Users:

- The Service User’s care, support and communication needs
- The Adult Placement Carer’s ability to care for, support and communicate with the Service User
- Potential risks and behavioural issues
- The age of the Adult Placement Carer/s and the Service User
- Cultural background and needs
- Personal interests
- The location and accessibility of the Adult Placement home
- The lifestyle and preferences
- Spiritual and philosophical beliefs and how differing beliefs may impact on the placement
- The need for special access or specialist equipment for the Service User

Once the Adult Placement Worker has identified a potential placement, the Service User’s referral form will be shared with the prospective Adult Placement Carer/s.

If the Adult Placement Carer wishes to proceed with the placement, an information sheet, called a matching visit form will also be available to the Service User which will provide basic information on the potential Carer, this will be passed to the Care Manager, who will then share this information with the Service User. If the Service User wishes to proceed, the Care Manager and the Adult Placement Worker will arrange an initial meeting between both parties.

**Introductory visits**

The Adult Placement worker will ensure that the Service User and the Adult Placement Carer have sufficient opportunities to discuss the process, their concerns and their hopes for the placement.

Introductory visits will normally include the following:

- Meeting to take place at the Adult Placement Carer’s home or at another venue that is appropriate for the Service User
- Up to 4 overnight stays (up to a value £200)

If further overnight stays are required this will be agreed and funded by the Care Manager.

The introductory visit will ensure that the Service User, and if appropriate, their friends and family:

- Meet the Adult Placement Carer/s family and other persons living at the house, e.g. another Service User
- Familiarise themselves with the house, the bedroom and the neighbourhood
- Discuss the support needs of the Service User
- Are aware of the records that will be kept by the Adult Placement Carer
- Discuss any house rules and guidelines e.g. no smoking
• Ensure the Adult Placement Carer is made aware of specialist requirements that need to be met for the Service User to be able to stay

If, following the introductory visit, both parties are happy to proceed then the Individual Service Contract and Adult Placement Scheme Placement Agreement will be drawn up and the placement will begin as soon as all parties are satisfied with the arrangements.

In the case of overnight stays or weekend introduction Care Managers should alert the Out of Hours Service in case the Service User and Adult Placement Scheme Carer requires any help or advice.

If there are exceptional circumstances where the Service User requires a lengthier introduction to the Adult Placement Carer this must be an identified need within the Support Plan and Care Managers must fund this.

If either the Service User and/or the Adult Placement Carer decide not to continue with the placement the Adult Placement worker will support the Carer to end the introductory process and, the appropriate Care Manager will support the Service User.

The Adult Placement Scheme will record the reasons for the decision on the Adult Placement Carer’s file and will inform the Care Manager of the decision.

The Adult Placement Scheme will make it clear to both the Service User and the Adult Placement Carer that the decision to end the introductory process is not a failure or a negative outcome and it will not affect their involvement in subsequent placements.

Placement Agreement

The Adult Placement Officer will convene a meeting to include the Service User/advocate (if required), Carers and Care Manager to discuss the placement agreement. This is a formal written agreement that sets out the:

• Purpose – whether it is a long term, respite or preparing for independence placement
• Timescales within which tasks are expected to be completed or progress made
• Tasks and expectations of Carers – for example where a Carer is promoting independence skills
• Expectations of Care Manager and Adult Placement Officer – the support required by both the Service User and Carer
• Contact with family and friends

It is important that the support needs of the Adult Placement Scheme Carer are identified at the outset to avoid placement breakdown. The level of support will differ according to the dependency of the Service User but may include some day activity for those in long-term placements as caring for someone 24 hours a day can be challenging.

Arrangements for Service Users to enjoy appropriate contact with their relatives, friends and representatives are all agreed on an individual basis. Details are recorded within the Placement Agreement together with the support that will be provided by the Carer.

Service Users must be fully involved in agreeing their Service User Plan and Placement Agreement and should be encouraged to fully participate in reviews. Where assistance is required, arrangements will be made for an advocate to provide support.
The terms and conditions for placements including the obligations of Care Managers are set out in Section 4 of this document.

**Financial arrangements**

Adult Placement Scheme Carer payments will be determined by the dependency of the Service User identified by the comprehensive assessment process and set out in the Costing Model. On average fees range from £300 to £500.

Service User’s finances will be assessed (in line with Fairer Charging) and they will be invoiced by Kent County Council for their contribution towards their support.

Adult Placement Scheme Carers will receive their payments gross.

Adult Placement Carers will be asked to invoice the council every four weeks and will be paid 2 weeks in arrears and 2 weeks in advance by the bank clearing system.

Care Managers must provide the Adult Placement Carer with details for the payment for the placement in writing. These will normally be attached to the Placement Agreement.

Details of other payment arrangements are set out in the Terms and conditions in Part 4.

Supporting People – The Adult Placement Scheme hold some funding for housing related support that can contribute to the total cost of a placement. The contribution is decided from the eligibility criteria and is based on the level of housing related support an individual needs. See supporting people eligibility policy and guide.

**Ending a placement**

A Service User should normally give a minimum 28 days notice if they wish to leave the placement. If a Service User leaves the placement without giving the Adult Placement Carer or Adult Placement Scheme prior notice the Adult Placement Carer will continue to be paid the agreed weekly rate of payment either for the 28 day notice period or until a new Service User is placed with them (whichever period is shortest).

Where a placement ends due to a concern about the Carer’s ability to care for the Service User or the Scheme’s withdrawal of Carer approval, the amount of notice given to both the Adult Placement Carer and the Service User will depend on the outcome of the Care Manager’s risk assessment. If deemed high risk, then notice and removal of the Service User would be with immediate effect and no further payments will be made. In other circumstances 20 days notice will be given.

Adult Placement Carers will normally be expected to provide a placement for the term agreed. If, however, an Adult Placement Carer does wish to end a placement a minimum of 60 days notice would be required to enable the needs of the Service User to be met.

If an Adult Placement Carer ends the placement without giving the Adult Placement Scheme the full 60 days notice, then they will not usually be entitled to any payment once the Service User has left their house. Any requests for payment, due to exceptional circumstances, will have to be agreed by the Care Manager.
A placement may end following an annual review, when a change of accommodation is identified as appropriate for the changing needs of the Service User, or as the result of an interim review if the placement is felt to be unsuitable. If a Service User wishes to change to another Adult Placement Scheme placement then they should give 60 working days notice to allow the Adult Placement Scheme time to find an alternative suitable placement. In these situations the Directorate and the Adult Placement carer will be involved with the service user in arranging as smooth a transition as possible, planning the change over an appropriate time scale.

The placement may end because the Adult Placement Carer/s is no longer able to provide care because of a change in their circumstances. In this instance the Adult Placement Carer/s must inform the scheme as early as possible, in order for the transition to be accomplished as comfortably as possible.

SECTION 4 - PLACEMENT TERMS AND CONDITIONS

<table>
<thead>
<tr>
<th>The Adult Placement Carer(s) agrees:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>National &amp; Kent standards</strong></td>
</tr>
<tr>
<td>• To work in accordance with the key principles of the health and social care standards and Care quality commission regulations, helping the person placed with them to live a normal life in the community, to share their family life, to stay well and to keep safe.</td>
</tr>
<tr>
<td>• To treat the person placed with them with respect and dignity and support them to express their views and make choices and decisions.</td>
</tr>
<tr>
<td>• To work to the General Social Care Council Code of Conduct for Social Care Workers</td>
</tr>
<tr>
<td>• To participate positively in any meetings with Care quality commission inspectors that are part of the Adult Placement Scheme registration and inspection process and, in particular, allow a person authorised by the Commission to interview them and visit their home at any reasonable time.</td>
</tr>
<tr>
<td><strong>Policy and procedure</strong></td>
</tr>
<tr>
<td>• To work in accordance with the aims and objectives of the Adult Placement Scheme and the Adult Placement Scheme’s Policies and Procedures as described in the Carer Handbook.</td>
</tr>
<tr>
<td>• To ensure that any information relating to service user, his/her family or any other person, which has been given to them in confidence in connection with a placement, is kept confidential and is not disclosed to any person without the consent of the Local Authority.</td>
</tr>
<tr>
<td>• To ensure the health, safety and welfare of themselves, their household and any person placed with them.</td>
</tr>
<tr>
<td>• To follow government guidance on restrictive physical restraint. The</td>
</tr>
</tbody>
</table>
Kent Adult Placement Scheme
Statement of Purpose
Reviewed October 2010

**Adult Placement Carer** must not subject someone placed with them to any physical restraint unless that restraint is the only practical way to safeguard the person or another service user. The Adult Placement Carer must follow the risk management procedures written into the Service User’s Plan, which may include guidance on physical intervention. The Adult Placement Carer must inform the Adult Placement Scheme manager of any incident where they have used physical restraint while supporting a Service User.

- To follow the Adult Placement Scheme’s policy and procedure on the administration and handling of medication and the guidelines set out in the Service User’s Plan with regard to circumstances under which they may administer or assist in the administration of the Service User’s medication.
- To follow the procedure set out in the Carer Handbook where there has been an allegation of abuse, neglect or other harm to the person placed with them.
- To keep any records that are required by the Adult Placement Scheme in line with statutory requirements and the Data Protection Act 1998.
- To inform Kent County Council through the Adult Placement Scheme if they have cause for concern about the well being of any vulnerable person in the care of the Adult Placement Scheme in accordance with the Kent Adult Social Services whistle blowing policy and procedure.

**Service Users**

- To receive referrals only through their Adult Placement Scheme and to co-operate with the Adult Placement Scheme’s procedure for matching and introductions.
- To accept a placement only where they have been given a comprehensive written needs assessment and believe that they can meet the Service User’s assessed needs.
- To work with the person placed with them in accordance with the Placement Agreement and Service User Plan/Profile.
  - To take full account of any written risk assessment, inform the Adult Placement Scheme worker of any additional identified risks for the person placed with them and work with the Adult Placement Scheme and others to develop strategies to manage those risks.
  - To identify any change in the needs of the person placed with them and bring those changes to the attention of the Adult Placement Scheme and other relevant professionals.
  - To discuss with and obtain agreement from the Adult Placement Scheme for any arrangements for the involvement of Support
Carers to assist the Adult Placement Carer in providing support for the people placed. These arrangements will be recorded in the Service User Plan and/or Placement Agreement. Adult Placement Carers are not able to directly employ staff to provide care to the person placed with them.

- To consider the best interest of the Service User when arranging holidays

- If possible to identify a support Carer who is willing to be assessed to care for the Service User while the primary carer is having a break to enable the service user to remain in their home when the Adult Placement Carer is away.

- To work positively and co-operatively with professionals and other people involved in the life of the person placed with them.

- To facilitate visits to the service user by the care manager or any other person on behalf of the Kent County Council.

- To facilitate arrangements for the Service User to enjoy appropriate contact with their relatives, friends and representatives as agreed and recorded within the Placement Agreement.

- To co-operate with support plan and arrangements for the Service User.

- To participate positively in placement and Adult Placement Carer reviews.

- To inform the person placed with them about planned visits by the Care Manager and Adult Placement worker and, where appropriate, the Care Quality Commission inspector.

<table>
<thead>
<tr>
<th>Respite for service users</th>
<th>To provide respite placements to other Service Users between placements if asked to do so.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervision, monitoring and support</td>
<td>To engage positively with the regular support and monitoring visits by the Adult Placement Scheme worker, allowing access to their homes at all reasonable times.</td>
</tr>
<tr>
<td></td>
<td>To attend and contribute to Carer Groups as often as possible.</td>
</tr>
<tr>
<td>Training and development</td>
<td>To attend mandatory training as required by Adult Placement Scheme</td>
</tr>
<tr>
<td></td>
<td>To give evidence of professional development by engaging in other training or learning provided by the Adult Placement Scheme designed to meet identified training needs</td>
</tr>
<tr>
<td>Accident or</td>
<td>To inform the Adult Placement Scheme worker within 24 hours of the accident or event.</td>
</tr>
</tbody>
</table>
### Incident

occurrence of any serious accident or incident including:

- Death of the person placed
- The outbreak of any serious infectious disease in the Adult Placement Carer’s home
- Any serious injury or illness of the person placed
- Any event that may have an adverse effect on the person placed
- Any theft or burglary in the Adult Placement Carer’s home
- Any incident involving the person placed and which is reported to or investigated by the police
- Any allegation made by the person placed against the Adult Placement Carer or a member of their household
- Any unexplained absence for more than 12 hours of the person placed from the Adult Placement Carer’s home.
- Any serious illness of the person

### Carer breaks

- To ensure that any breaks are taken within the agreed Adult Placement Scheme framework (see appendix 2).

### Complaints

- To use the Adult Placement Scheme complaints procedure if they believe the Scheme has breached any of its responsibilities.

### Insurance and Legal Liabilities

- To ensure that there are adequate insurance policies in place to cover all eventualities arising from the caring role including personal injury cover.
- To fulfil their responsibilities as self-employed people for tax and national insurance purposes.

### Invoicing and payment

- To send an invoice for the Contract Price to the Council every four weeks, two weeks in advance and two weeks in arrears for payment.

### Ending a placement

- To provide a placement for the term agreed
- To give 60 days notice in writing to the Adult Placement scheme if they wish to end a placement unless there are exceptional circumstances.

### Notice to Scheme

- To give 20 working days notice in writing to the Adult Placement Scheme in the event that they wish to end their work with the Scheme and they do not have a service user in placement. This may be waived if there are no outstanding administrative arrangements.

### Kent Adult Placement Scheme agrees:

#### Regulations and Standards

- To work in accordance with the Care Quality Commission registration Regulations 2009 and the Health and Social Care Act 2008.
To provide Adult Placement Carers with written information about the aims and objectives and operation of the Adult Placement Scheme and requirements for their own working practice in the form of a Carer Handbook and to ensure through training and explanation, that the information is understood.

**Policy and procedure**

- To provide accessible versions of the relevant Adult Placement Scheme’s Policies and Procedures to Adult Placement Carer(s) and Service Users.

- To respond promptly to any complaints by Adult Placement Carers in accordance with the Adult Placement Scheme’s Complaints procedure.

- To follow the Kent County Council Vulnerable Adults' Protection Procedures (No Secrets) where there is any reported allegations of abuse against people placed with Adult Placement Carers. In the event of an allegation against an Adult Placement Carer which instigates a Vulnerable Adults Protection investigation, consideration will be given, as part of the procedure to the need for immediate suspension of any current placements while the investigation is carried out. If a placement is suspended while an allegation is being investigated, placement fees will continue to be paid. In addition:
  - The Adult Placement Carer will be given clear information about the relevant procedures, and their right to access legal advice and advocacy.
  - The Adult Placement Carer will continue to receive support from the Scheme
  - The Adult Placement Scheme will facilitate independent support for the Adult Placement Carer if that is requested.

- To investigate any concerns or complaints about the Adult Placement Carer or alleged breaches of the Carer Agreement, following relevant Adult Placement Scheme policies and procedures and with the involvement, where appropriate, of the Care Quality Commission and the placing authority.

- To facilitate meetings of Adult Placement Carers for mutual support, feedback of any concerns or suggestions and learning.

**Placements of Service Users**

- To receive referrals of people requiring Adult Placement services and to ensure that the people referred have had full assessment of their needs and aspirations.

- To match the people referred with appropriate Adult Placement Carers and facilitate their introduction to the Adult Placement Carer(s) and their household/family in accordance with the Adult Placement Scheme matching procedure.
### Kent Adult Placement Scheme

#### Statement of Purpose

Reviewed October 2010

- **To work with the Care Manager to ensure that they are fulfilling their obligations under the Placement Agreement in relation to support, payments and reviews.**

#### Training and development

- **To ensure, through training and explanation, that the Adult Placement Carer(s) understand(s) and fulfils their legal responsibilities, follows safe working practices and supports the people placed with them in accordance with the key principles of adult placement.**

- **To ensure that the Adult Placement Carer(s) has the skills and knowledge to meet the changing needs of the person placed with them through provision of learning and training as required.**

#### Supervision, monitoring and support

- **To allocate a named Adult Placement Officer and Assistant to each Adult Placement Carer, who will be responsible for their ongoing support and for the monitoring and reviewing of their work**

  - The allocated Adult Placement worker will contact the Adult Placement Carer by telephone in the week following the placement of a Service User.

  - All contact will be recorded on the Adult Placement Carer’s file.

  - The allocated Adult Placement worker will visit the Carer at their home at least once every 6-8 weeks by appointment and more frequently if required.

  - The allocated Adult Placement worker will visit the carer at their home at least once a year for the annual review of approval.

  - The Adult Placement worker will carry out unannounced visits if there are any concerns about the placement.

  - To provide the Adult Placement Carer(s) with clear information about emergency and out of hours support.

  - To facilitate the Carer to maintain contact throughout the duration of the placement with all professionals

#### Review

- **To review Adult Placement Carers' approval on an annual basis, or more frequently where there are concerns. Re-approval of Adult Placement Carers is not automatic, and where issues of concern have arisen the decision regarding whether approval will be renewed may be referred to the Adult Placement Panel.**

- **To seek feedback about the placement from the person placed and their family, friends and advocate (as appropriate) and involved professionals.**

---

30
<table>
<thead>
<tr>
<th>Statement of Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>To check the accommodation provided by Adult Placement carers at least once a year during monitoring and annual review visits. If there are concerns further checks will be undertaken.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Carer breaks</th>
</tr>
</thead>
<tbody>
<tr>
<td>To co-ordinate and manage carer break arrangements in accordance with agreed framework (see appendix 2).</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Public liability insurance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kent County Council shall be responsible for claims and liabilities founded on the authorised action or omission of the Adult Placement Carer during the placement, if such claims and liabilities are not covered by the Adult Placement Carer’s insurance policy. Proof of this will be required.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Withdrawal of Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>To give 20 working days notice in writing to the Adult Placement Carer(s) if Kent County Council intends to end the Adult Placement Carer Agreement. Kent County Council must put the reasons for ending the Carer Agreement in writing and must give the Adult Placement Carer details of the process by which they can appeal against the decision. Grounds for withdrawal include:</td>
</tr>
<tr>
<td>- Consistently poor care of a vulnerable person or a pattern of poor care affecting a number of people</td>
</tr>
<tr>
<td>- Conviction for any offence that indicates that a person could be at risk in the individual’s care</td>
</tr>
<tr>
<td>- Evidence that an Adult Placement Scheme Carer has neglected or emotionally, physically or sexually abused a person</td>
</tr>
<tr>
<td>- Consistent and significant failure to comply with Kent County Council policies and procedures, including attendance at required training</td>
</tr>
<tr>
<td>- Financial misconduct in relation to any payments made or financial support provided for a service user’s benefit</td>
</tr>
<tr>
<td>- Serious physical or psychological ill-health of a Carer that prevents him/her being able to care for a Service User appropriately</td>
</tr>
<tr>
<td>- Misuse of drugs or alcohol or dependency</td>
</tr>
<tr>
<td>- Series of concerns that lead Kent County Council to lose trust and confidence in the Adult Placement Scheme Carer.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Bounty</th>
</tr>
</thead>
<tbody>
<tr>
<td>To pay a bounty to any current Adult Placement Carer who successfully introduce a new carer to the Adult Placement Scheme.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Probit</th>
</tr>
</thead>
<tbody>
<tr>
<td>If an Adult Placement Worker knows an Adult Placement Carer in any other capacity other than within the bounds of the Adult Placement Scheme they should not be the Carer’s allocated worker.</td>
</tr>
</tbody>
</table>
### Kent Care Management agrees:

<table>
<thead>
<tr>
<th>Placement of Service User</th>
<th>Kent Adult Placement Scheme is provided with comprehensive information about the person to be placed including a copy of the up to date assessment of their needs and aspirations, a 'risk assessment' and the Service User Plan/profile to facilitate the matching process.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To ensure that a Placement Agreement is completed within a month of placement and agreed with the Service User (with the support of an advocate where necessary), their family, the Care Manager/Care Co-ordinator and the Adult Placement Carer.</td>
</tr>
<tr>
<td></td>
<td>To provide written confirmation to Adult Placement Carer(s) providing long term care of any daytime weekday activities of any person placed with them, how these are to be funded and who holds responsibility for making the necessary arrangements for support, should the Service User for any reason not engage in the activities planned.</td>
</tr>
<tr>
<td></td>
<td>To ensure that the detail of arrangements is set out in the support plan and appropriate training provided where an Adult Placement Scheme Carers is asked to administer medication or to supervise a Service User in taking their own medication.</td>
</tr>
<tr>
<td></td>
<td>To provide support to the Service User as required and undertake reviews of the placement as agreed in the Placement Agreement.</td>
</tr>
<tr>
<td></td>
<td>To work to ensure that any specialist services required to meet the needs of the person in the placement are available and the Adult Placement Carer(s) have access to the advice and information that they need to carry out their tasks effectively.</td>
</tr>
<tr>
<td></td>
<td>To ensure that the placement is reviewed at least annually and, in addition, whenever there are significant changes in the circumstances of the Service User and the support plan and Placement Agreement amended accordingly.</td>
</tr>
<tr>
<td></td>
<td>To ensure that any identified unmet needs of the Service User are brought to the attention of the relevant professionals.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Payment and income arrangements</th>
<th>Kent County Council agrees to pay the agreed daily rate for introductions for 4 nights and additional nights if required as agreed with Adult Placement Scheme. Payment to be made by Adult Placement Scheme and invoices issued.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To provide written confirmation to the Adult Placement Carer(s) of the placement fee to be paid for each Service User that they are supporting.</td>
</tr>
</tbody>
</table>
• To pay the Adult Placement Carer the full Contract Price as specified in the Placement Agreement.

• To pay the Adult Placement Carer by banks’ automated clearing system on receipt of their invoice.

• To invoice Service Users for their contribution.

• To provide support to the Adult Placement Carer(s) in obtaining the monies that are due, should there be delay or difficulty

• Carer breaks of more than 28 days per annum are discretionary and would need to demonstrate would need to demonstrate exceptional circumstances such as behaviour of the Service User/Intensity of levels of care.

• To continue payment for up to 28 days for absence of the Service User from the Adult Placement Carers home due to hospitalisation or other reason beyond the control of the Adult Placement Carer. By exception payment may continue beyond 28 days if there is clear intention for the person to return to the Adult Placement Scheme Placement.

• To continue payment for up to 28 days or until another placement is made whichever is the shorter where the Service User or Care Manager terminates the placement without giving the agreed level of notice unless the placement is terminated under exceptional circumstances

• To apply a price increase to the gross placements price on 1 April each year (If applicable).

• In the event of the Service User’s death payment will be made for 28 days after the day of the death (counting from the first day after the day of the death) or until an alternative placement is made whichever is the shorter.

<table>
<thead>
<tr>
<th>Termination of placement</th>
<th>To give at least 20 working days notice of the termination of any placement in normal circumstances.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>To give 60 days notice if an alternative Adult Placement Scheme placement is required to enable a suitable placement to be identified</td>
</tr>
<tr>
<td></td>
<td>Under exceptional circumstances the placement can be terminated with immediate effect if the Care Manager considers that it is in the best interests of the Service User and payment will cease on the day that the Service User moves from the Carer’s home.</td>
</tr>
</tbody>
</table>
SECTION 5 – ADULT PLACEMENT APPROVAL PANEL

Introduction

It is the policy of Kent Adult Placement Scheme (referred to as the Scheme) to establish and maintain a panel of people who operate independently of the scheme (or organisation managing the Scheme). This panel of people is known as the Adult Placement Approval Panel.

Legal Framework

The structure and functioning of Adult Placement Scheme Approval Panel are determined by the requirements of:

- Care Quality Commission Registration Regulations 2009
- National Health and Social Care Act (2008)
- Kent County Council policies, procedures and standards

Purpose of the Panels

This panel of people is responsible for ensuring that the approval of prospective Adult Placement Carers and issues arising from the approval status of Carers who are already part of the scheme that approval are considered with great care in respect of legal requirements and the need to protect vulnerable adults; and to ensure that Carers and applicants are treated fairly.

The Panel's function is to make decisions regarding:

- The approval of new Carers, and the terms of this approval
- Changes of terms of approval
- Consideration of any annual reviews of Carers as requested by the Adult Placement Scheme Team Manager where there is a question as to continuation or termination of approval
- Allegations and serious complaints or concerns regarding Carers
- Matters of principle arising from assessments of new applicants or in relation to existing Carers
- Approval of relief/secondary Carers
- Terminations of approval for any Carers approved by the panel

In addition, the Adult Placement Approval Panel also ensures that the standard of the assessment processes are maintained and decision-making is consistent across the County.
Panel Membership

The Approval Panel must have:

- A Panel Chair who is a senior Kent Adult Services Manager who does not have responsibility for the management of anyone who undertakes assessments of prospective Carers or a person who is completely independent of the Scheme;
- One Adult Placement Carer and Service user (Attendance not required at Panel, however feedback always sought from visit to prospective Carer).
- One commission representative from Kent Adult Social Services
- Up to 3 other independent member if possible (including a representative from health)

The panel composition should, where possible, reflect the community served by the scheme, offering a balance of interests, skills, backgrounds and even gender balance.

People employed by the scheme or authority must always be in a minority during any panel meeting where decisions are to be made.

Service User – will be involved in assessment process and their report/findings submitted as part of documentation for consideration.

Panel Adviser – the Team Manager of the Adult Placement Scheme will attend the Panel to provide clarification, perspective, advice on practice, the legal framework and to answer questions. They will not enter into any discussions or contribute to decisions about Carer approval.

Curacy – the maximum number of members of an Adult Placement Approval Panel to consider Panel business and make a decision is six. The Panel will not be quorate unless at least 3 panel members are present. The 3 members must include:

- Chairperson or Vice-Chairperson
- One Team Manager, Care Management employed by KCC
- One independent member of the Panel

Appointment of Panel Members

All Panel members will be recruited and selected using a fair and equitable process set down by the Scheme.

Prospective Panel members will be required to submit to an Enhanced Disclosure from the Criminal Records Bureau and provide references as a pre-requisite for membership.

The normal term of service for Panel members is three years. However, the Adult Placement Scheme Team Manager may terminate the membership of individual Panel members at any time, and may extend Panel membership of any member for a second three-year term.

Panel members must sign a confidentiality agreement prior to commencing participation in the Panel, and must advise the Chair of any personal interest they hold in particular Panel item. Where the latter occurs, the member will be excused from the Panel for that item.
Panel members are not paid for their involvement in the Panel, except where they attend Panel as part of their role as an employee of KCC. Panel members will be reimbursed for expenses associated with attendance at Panel.

Panel members will receive written information about the scheme, scheme processes, their panel role and expected conduct.

They will go through a formal induction process upon appointment to the Panel to ensure that they fully understand the sensitive nature of the information presented to panel and the importance of the Panel in the support and protection of Service Users. They will also be made aware of how the knowledge and skills required of applicants will be evidenced, how this will inform the decision-making process and actions that can be taken if they are not satisfied with panel procedures or decisions.

Panel members will have a probationary period of three panel sessions before they are confirmed in the role.

**Resignation and removal of Panel members**
Panel Members should give 3 months notice in advance if they wish to resign from the role of Panel Member.

If concerns are identified regarding the way a Panel Member executes their role, these will be discussed in the first instance with the Panel Chair. If the Chair is unable to resolve the concerns the Chair will discuss them with the Adult Placement Scheme Team Manager and agree an action plan.

The ultimate sanction against a Panel Member is removal from their membership of the Panel. The people authorised to give notice to a panel member are the Panel Chair or the Adult Placement Scheme Team Manager. The decision will be communicated to the Panel Member by the Panel Chair. If the Panel Member wishes to appeal against the decision they should raise the issue with the Adult Placement Scheme Team Manager. In the event that the person is not satisfied with the outcome, they will be advised on the Kent County Council Complaints Procedure. This procedure will be included as part of the induction process of new Panel Members.

**Panel Management**

The County Adult Placement Scheme Team Manager has overall management responsibility for the Adult Placement Approval Panel.

The Panel Chair will manage the Panel meeting with administrative support as required. Minutes will be taken and retained by the scheme as a record.

**Reports to Panel**

Panel Members will receive written reports for each applicant on the day of panel and will be given time for a read through before presented by the Adult Placement worker. The Panel will be scheduled to allow Panel Members time to consider each report in depth and plan any questions or issues they wish to raise.
There are three types of assessment report:

- Full assessment of a new applicant
- Assessment of a secondary or relief Carer
- Assessment of an existing Foster Carer who is applying to transfer to the Adult Placement Scheme in order to continue to care for a young person who was in care as a child and needs continuing care into adulthood

The assessments or reports completed by Adult Placement Officers should provide a detailed examination of the applicant’s knowledge, skills, experience and motivation.

In addition, the Panel may be asked to consider issues arising from Carer reviews or complaints.

**Decision-making process**

The primary role of the Panel is to determine whether the evidence of the applicant’s skills and knowledge set out in the assessment report is sufficient to justify their approval as an Adult Placement carer.

Panel decisions must be based upon thorough assessments, with the needs of the vulnerable people requiring placement foremost in Panel member’s minds. In all cases the Panel will be positive in promoting equal opportunities. Everything possible will be done to ensure that Panel considerations and decisions reflect Kent County Council policy on *Equality and Diversity*.

Panel Members must ensure that they look objectively at each carer applicant assessment or review report and consider each of the knowledge and skills statements. For each statement they must consider whether the Adult Placement Officer has provided them with sufficient evidence that the applicant meets the standard required.

Determining whether the evidence provided in the report is sufficient both in terms of detail or extent is a subjective decision and must, therefore, be seen to be fair, equitable, consistent and informed.

The Adult Placement Officer who carried out the assessment or review should be available during the Panel meeting to present the report, answer questions and clarify issues. In some instances if the worker is not available, it may be possible for a colleague or representative to present the report on their behalf. This is only acceptable if the representative has a thorough understanding of the issues in the report.

Panel Members will be given the opportunity to ask questions and clarify issues arising from the report and to benefit from any comments from the presenting assessor.

The Panel will not be expected to make a decision if the assessment or review is not complete or references or checks are not available.

If a Panel Member has an interest in or knowledge of an applicant or carer they must declare this to the Panel Chair. The Panel Member must agree with the Panel Chair whether their interest or knowledge will affect their objectivity and if necessary they must withdraw from the Panel while that applicant is discussed.
Decisions
The Panel has been given the mandate by the Scheme to make all necessary decisions and any associated sanctions in connection with approval of new and review of existing Adult Placement Carers. The Panel will ensure that any decisions they make are in line with this mandate from the scheme.

New approvals – in considering the suitability of the applicant the outcome will be:

- Approved – the Panel was satisfied with the thoroughness of the assessment and reached the decision that the applicant can now work for the scheme as a Carer
- Not approved – the Panel decided that the applicant is not suitable. The Panel must state the reason. In these cases a review process may be made available to the applicant.
- Deferred – the Panel was unable to reach a decision. It may be that the assessment report was incomplete, references were not adequate or that the applicant had not demonstrated sufficient knowledge or skill. Depending upon the reason the Panel will recommend action that might remedy the problem. Wherever possible the scheme will work with the applicant to help them achieve Panel approval.

Reviews – in these cases the decisions will be tailored to the specific circumstances that prompted their presentation to Panel. Decisions could include:

- Increase of approval
- Decrease of approval
- Other change to existing approval
- Removal of approval due to resignation, retirement or scheme sanction

Disagreement – if Panel Members cannot reach a unanimous decision a majority decision will be accepted. In the event of an equal split in the decision, the panel Chair will have a casting vote.

Communication of decisions - all decisions will be confirmed in writing together with the reasons for the decision within two week of Panel.

Review of Decisions
All existing and prospective carers will be made aware of the review process.

Where an applicant wishes to request a review of a Panel decision they should make written representations to the Panel Chair within 28 days of receiving notice. The Panel Chair will respond in writing to advise whether the decision will be referred to a later panel for review or not.

If the applicant or Carer is still not satisfied they should write to the Panel Chair giving their reasons. In the event that the applicant is still not satisfied they will be advised of Kent County Council’s Complaints Procedure.
Attendance at Panels
Adult Placement applicants are not invited to attend the Panel.

Quality assurance

The Adult Placement Team Manager has primary responsibility for ensuring that all documentation presented to Panel is complete and to the required standard.

The Panel plays a key role in checking that both the assessment and decision-making process meets requires standards and policy expectations and that the assessments are also satisfactory. Panel members will be offered the opportunity to comment on the quality of all the practice that comes before them.

Appendix 1

REGISTRATION REQUIREMENTS

The Kent Adult Placement Scheme is a service provided by an organisation, namely the Kent County Council. The Scheme is managed by the Director of West Kent on behalf of Kent Adult Social Services Directorate.

Responsible individual

KASS Registered Person
Jane Barnes
Head of Provision – Modernisation (Older People).

Work base
Based at: West Kent Adult Social Services,
3rd Floor
Brenchley House
123/135 Week Street
Maidstone
Kent
ME14 1RF

Tel: 01622 694463
Email address: jane.barnes1@kent.gov.uk

Experience
Jane has worked for Kent Social Services since 1978 initially working as an Occupational Therapist. In 1985, she was appointed Team Manager - Rehabilitation for Canterbury and Thanet Area and then became Assistant General Manager – Older People in 1989.

She has been a Senior Manager since 1995, initially as Service Manager (All client groups) in Canterbury and Thanet, then Head of Adult Services Provider Unit for the county from 1997 – 2007. From 2007 – 2009, she has been the Head of Service Provision (Disability/Older People) for West Kent. With effect from 1 April 2009 she took on the role of Head of Provision – Modernisation (Older People).

Qualifications:
- Diploma in Occupational Therapy
- Post-graduate Diploma in Social Work and Physical Handicap
- Diploma in Management Studies

Registered Manager

The registered manager is Kelly Field

Experience and qualifications:

<table>
<thead>
<tr>
<th>Post</th>
<th>Team Manager</th>
<th>Number of posts:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Qualifications</td>
<td>Kelly Field’s qualifications include health and social care intermediate and advanced, NVQ level 3 promoting independence, NVQ level 4 management, Care and Registered manager awards and D32/33 assessor and D34 internal verifier award and Level 5 Management and Leadership Diploma.</td>
<td>1</td>
</tr>
</tbody>
</table>


Experience

Kelly has worked in the care industry since 1996, prior to this attended college for 3 years completing 2 qualifications in Health and social care. Kelly started working for MCCH Society limited in 1996 as a support worker for people with a high level of physical need with learning disability, in 1998 she became a senior support worker for older people with mental ill health and the following year a registered manager for a 12 bedded service for younger adults with mental ill health and challenging behaviour. In 2007 Kelly moved onto a company called Caretech and help to manager a service that required redevelopment, involving looking a referrals and new placements for the current people living in the service. The people in this home had visual impairment and challenging behaviour. Once this service was closed, Kelly worked up in London in a 16 bedded home with three services within it, 8 beds high physical needs, 5 beds for challenging behaviour and a 3 bedded supported living service. This was a service which required modernising.

Staff details

Details of staff currently employed within Kent Adult Placement Scheme are:

**Post:** Adult Placement Officer  Number of posts: 1 full time
2 part time

**Qualifications**
All staff hold a professional social work qualification (or equivalent) e.g., DIPSW, CQSW, CSS, RNMH.

**Experience**
Extensive experience of working within social care – all staff held social work or Care Management posts prior to being appointed. Experience within Scheme ranges from 6 months to 3 years.

**Post:** Adult Placement Assistant  Number of posts: 1 full time
2 part time

**Qualifications**
All staff hold qualifications relevant to post

**Experience**
Experience in caring.

**Post:** Gateway Co-ordinator  Number of posts: 1 part time

**Qualifications**
Staff hold qualifications relevant to post

**Experience**
Experience of advertising and recruitment
Post: Support Services  Number of posts: 3 part time

Qualifications All staff hold qualifications relevant to post

Experience Experience in providing administrative support to team ranges from 10 months to over 4 years.

Organisational Structure

The following simplified chart gives the direct line management structure of the organisation from the Responsible Individual to staff employed within the Adult Placement Scheme.

Appendix 2

ADULT PLACEMENT SCHEME
Carer Breaks Framework

Introduction

Adult Placement Scheme Terms and Conditions state that Adult Placement Carers are entitled to take up to 28 days break a year pro rata if they want to. This framework sets out the policy and processes that apply to carers who wish to take breaks.

Legislative requirements
Government regulation requires that Adult Placement Scheme must oversee carer breaks arrangements. This means that Adult Placement Scheme must be informed about Carer break arrangements and be satisfied that they meet necessary standards in terms of the health and safety of the Service User.

If an alternative relief Carer is used who is not an approved Adult Placement Carer they must be assessed and approved by Adult Placement Scheme.

**Policy**

- Adult Placement Carers are responsible for making their own arrangements for breaks and for any payments relating to them.

- Adult Placement Carers are asked to manage their breaks in such a way as to minimise disruption for the Service User and to enable them to remain in their home wherever possible.

- Kent Adult Placement Scheme will provide advice and any support necessary to meet regulatory requirements and will assess and approve relief carers.

- Kent Adult Social Services has no responsibility to fund carer breaks

**Carer break options**

- Adult Placement Carers are asked, where possible, to identify a friend or relative who is willing to be assessed and approved to cover for them. The type of assessment will depend on whether the relief Carer will be moving into the primary Carer’s home or whether the Service User will be moving into their home.

- Adult Placement Carers may make arrangements with other Adult Placement Carers to provide cover for each other on either a quid pro quo basis or for money. This could include using other Adult Placement Carers relief Carers. Adult Placement Scheme will facilitate Carers who wish to find others willing to enter into such arrangements.

- Kent Adult Social Services may fund Carer breaks in exceptional circumstances.

- Additional Carer breaks beyond the annual 28 day allowance may be agreed in some circumstances with the agreement of the Care Manager.

**Exceptional circumstances**

- Kent Adult Social Services may fund carer breaks on a discretionary basis in exceptional circumstances, in accordance with the following agreed criteria:

  - The Service User has very complex or high needs (such as challenging behaviour requiring high level or intensity of personal / physical / health care / waking night support where occasional respite is seen as necessary to the stability of the placement as part of the Support Plan. The relevant Team Leader must formally
agree funded or extended Carer breaks and the reason for them must be clearly recorded in the Placement Agreement.

- There are a number of Service Users with high needs in a placement and occasional respite is seen as necessary to the stability of the placement as part of the Support Plan
- There are number of Service Users in placement who need to have respite away from each other
- Adult Placement Carer has a family emergency and the regular Support Carer is not available at short notice
- The Adult Placement Carer’s home needs to be vacated (e.g. for essential maintenance necessitating the service user to be supported elsewhere (no more than half of the annual Carer break allocation)

- Where Kent County Council is funding a carer break, the Service User will normally be accommodated in one of Kent County Council’s residential respite units.

- If Kent Adult Social Services is funding a Carer break the following financial arrangements will apply:
  
  - Where Kent Adult Social Services is funding break in a Kent County Council respite unit, the Adult Placement Carer will be charged the current nightly charge for in-house services from their fee to cover the cost of maintenance.
  - Where Kent Adult Social Services is funding a break with a Kent County Council respite carer, the Adult Placement carer will be required to repay the maintenance element of their fee to Kent Adult Social Services as this should accompany the Service User.

Placement arrangements

- The Carer’s proposals for their Carer break, including any plan to use a specific relief Carer for the Service User, should be discussed at the placement planning meeting

- The arrangements must be recorded in the Placement Agreement covering routines and any known risks, (including a safe care plan) and signed by the Service User’s Care Manager, the Adult Placement Officer, the relief Carer, and the Adult Placement Carer, plus the Service User if of sufficient understanding, prior to any relief care being offered.

- The Care Manager should ensure the Service User is happy with arrangement, and who they should contact if they are not during the event.

- An Adult Placement worker should have contact with the relief carer during the Carer break.

Financial arrangements

- Any financial arrangements between the Adult Placement Carer and their relief Carer, whether they are relative/friend or another Adult Placement Carer providing cover, are matters for the Adult Placement Carer to determine.
• If advice is requested on funding arrangements Adult Placement Scheme will advise that the Adult Placement Carer should keep the rent/board element of their payment and transfer the maintenance element to the relief carer.

Appendix 3

Glossary

**CRB** – Criminal Records Bureau

**CQC** – Care Quality Commission [http://www.cqc.co.uk](http://www.cqc.co.uk)

**SWIFT** – holds electronic records for service users (a central store of all electronic forms of communication and documentation for service users)

**FACS** – Fair Access to Care Eligibility Criteria
Care Manager - Registered Social Worker, Occupational Therapist, Nurse

Care Manager Assistant – assist with tasks within various Adult Teams.

Long Term Carers – Adult Placement Carers that offer adults 365 day placements (all year).

Shared lives/NAAPS – National Association of Adult Placement Schemes
http://www.naaps.org.uk/NetBuildPro/process/2/WelcometoNAAPS.html?PHPSESSID=e9fd466c54b945cf81bae25bd9b849c8

POVA – Protection of Vulnerable Adults Scheme

Service User – a person provided with services by an Adult Placement scheme. This includes all adults who have been assessed as being eligible for services against FACS and have identified how the Adult Placement Scheme can appropriately meet their needs.

Respite Carers – Adult Placement Carers who provide care for less than 26 weeks in any 52 week period. This can be overnight, over a weekend or day care only.