



**safeguarding
adults at risk**
a cumbria partnership

Safe Recruitment of a Personal Assistant

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Cumbria Safeguarding Adults Board

Safe Recruitment of a Personal Assistant

If you need a personal assistant to support you with your care needs, you may want to arrange this yourself.....whether you pay for your own care or you receive a Personal Budget from Cumbria County Council.

There are certain things that you can do to keep your self safe when employing someone to support you.

The Interview Stage

There are many different ways to find a personal assistant to help you with some of your daily living tasks, for example:

- Through placing an advertisement in the local paper
- By word of mouth
- Through an agency
- Through the job centre
- By using internet job websites



You can take some simple steps, when preparing to interview someone, to reduce the risk of abuse.

Responses to advertisements can be made to a PO Box. A PO Box is a service which allows you to collect mail from your local Royal Mail delivery office. This ensures that people you may not wish to interview do not know your home address. For information on setting up a PO Box, visit Royal Mail on line at www.royalmail.com

Interviews can take place at a different location and using a different phone number. This helps prevent people you do not want to employ from knowing where you live or how to contact you. You may, for example, decide to have the interviews at a relative's home.

Have another person with you. It always helps to have someone else there when you interview. You may wish to ask a relative, a friend or someone from a voluntary agency to support you at the interviews.

References

After you have interviewed someone and before they start working for you, you should ask for at least two references.

A reference is usually a written statement about someone's character; work ability, training and skills.

It is important to know what qualities you want in a personal assistant and if a reference will support these. For the example, does the person:

- Arrive on time?
- Act in a trustworthy and flexible manner in the way they work?
- Treat people with dignity and respect?

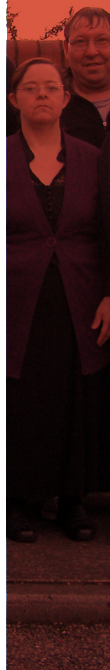
These are some of the qualities you may look for, but each person is different and you will have to decide for yourself what works best.

Personal Assistant Checks

A Criminal Records Bureau (CRB) check helps employers make more informed decisions about the person they want to employ. The CRB check can help you find out if a potential personal assistant has committed a previous offence against a vulnerable adult.

There are two types of CRB checks – Standard and Enhanced. We encourage people who receive a Personal Budget, or are employing someone privately, to complete an Enhanced CRB check on the person they want to employ.

This is for jobs where a person regularly cares for, supervises or is in sole charge of people.





An Enhanced CRB will also tell you if the person you wish to employ is on the Independent Safeguarding Authority (ISA) barred list. The ISA has a list of people who are not allowed to work with vulnerable adults. It is a criminal offence for these people to work as a personal assistant and provide care to vulnerable people.

You do not have to ask for a CRB check for the person you want to employ, but we believe this may reduce the risk of abuse.

CRB checks can be done for you by an umbrella body. For more information visit **www.crb.homeoffice.gov.uk**

For information on the legal responsibilities of being an employer and other employment checks you may be required to carry out, visit **www.businesslink.gov.uk**

Whilst we know that most people who provide care are honest and reliable, there is always a risk that someone may not be. **Taking the necessary steps will help to reduce the risk of abuse.**

Where can I get more information?

If you are concerned that you or someone you know may be suffering from abuse or neglect, please tell someone.

You can report abuse by phoning **01228 606060**. Your concerns will be taken seriously and you will be listened to.

You can find out more about the Independent Safeguarding Authority by visiting **www.isa.gov.org**

For a copy of this and the following factsheets, visit our website: **safeguardingadultscumbria.org.uk** or phone us on **01228 606060**,

- Preventing Financial Abuse and Fraud
- Preventing Abuse, Keep Yourself Safe