





# Get Clear On The Details: Contracts

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Self-Employed Carer Coach

Founder of the Professional Carers Network

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- As I said above, we don't usually use contracts as we like to keep things more flexible.
  - However if you were to take on a job that is a large proportion of your work load, such as 50% plus. It would be a good idea to have a contract in place that all parties agree to so that you will have some security if the client suddenly doesn't need you, for example has gone into hospital.
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# Domiciliary Care Contract



Domiciliary Care Services Contract

Client Name:	clients name
Home Address:	clients address
Phone Number:	clients phone number
Paid Carer(s):	paid carers names
Contact No.(s):	paid carers phone numbers
PA's Responsibilities:	<ul style="list-style-type: none"><li>• Discuss daily plan with client</li><li>• Arrive at the agreed time ready to work. Contact will be made if going to be more than 10 minutes late.</li><li>• Confidentiality: no business relating to the client will be discussed other than with the clients family</li><li>• Understand that the preservation of dignity and independence is extremely important.</li><li>• To keep up to date with legislation and seek practical training and guidance to help with the client's needs.</li></ul>
Description of Services:	<ul style="list-style-type: none"><li>• Support with catheter.</li><li>• Assistance with undressing, showering, drying and dressing.</li><li>• Prepare breakfast</li><li>• Support with administering medication.</li><li>• Support to undertake exercise regime</li><li>• Liaising with the clients family, updating or notifying of any issues</li><li>• Empty commode.</li><li>• Help out with any domestic tasks if directed.</li><li>• Support to assist into bed.</li><li>• Support with any personal care needed</li><li>• To react quickly and respond to emergency situations ensuring client safety</li></ul>

Times of visits:

	Morning	Afternoon	Evening	Overnight
Monday	08:00-09:00		19:30-20:00	
Tuesday	08:00-09:00		19:30-20:00	
Wednesday	08:00-09:00		19:30-20:00	
Thursday	08:00-09:00		19:30-20:00	
Friday	08:00-09:00		19:30-20:00	
Saturday				
Sunday				

Place of work:	address of client
Term:	Date of contract start date: date started To be reviewed: 4 weeks time, date to be reviewed (please make contact sooner if not happy with any aspect of care received)
Pricing:	£20 per hour (services may be limited over the Christmas bank holidays)
Tax and NI:	PA will be responsible for making tax and national insurance payments to HMRC
If unable to work:	PA will first see if business partners' names can cover. If not, PA to contact the nominated person: name of organising family member with adequate warning if unable to attend work.
Annual leave:	PA will give a minimum of four weeks notice if unavailable to work due to annual leave.
Billing:	Each PA will provide an invoice at the end of every month for the month that has just been worked. Invoice to be paid within a week of receipt please.

Expenses:	Any expenses incurred will be invoiced with the appropriate receipt provided. All expenses will be agreed before expenditure takes place. However we envisage no expenses to be paid for this current contract.Or Mileage is not charged to get to and from the visit. We do charge mileage for any trips out with the client at 0.45 per mile. Any costs the PA incurs whilst out such as a coffee and sandwich is paid for by the client. PA will order the same as the client or something cheaper. If the client does not use money, the PA will pay for everything and will just add it to the invoice.
Cancellation of Service:	If a client wishes to cancel the service, 2 weeks notice must be given in writing.If the service is not required due to hospital admission, there will be a 50% place holding fee charge for the service.If the service is not required due to family members already undertaking the tasks, a charge will still be applied (unless it's to cover PA's request of annual leave)..
Agreed by:	Client: (person receiving the service)  Customer: (Person paying for the service)  Personal Assistant: you  Date: date signed  This agreement remains in effect until terminated in writing by either party

Clients Full Name	D.O.B	GP Surgery

DNR in Place: yes/no	Where is it kept: meds cupboard/kitchen
Any known allergies: yes/no	Details:

	Name	Contact Numbers
Emergency Contact number 1		
Emergency Contact number 2		
Power Of Attorney for Finance		
Power Of Attorney for Health		



Domiciliary Care Contract  
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*Live In Care Contract*





## Contract for Live in Care Services

**Client:**

**Live In Carer:**

**Date:**

**Place of Work:** address of client

**Date of contract start date:** date you start

**To be reviewed:** 4 weeks time, date to be reviewed (please make contact sooner if not happy with any aspect of care received)

**If Unable To Work:** The Live In Carer will contact the nominated person: name of organising family member

**Phone number:** phone no. of nominated person

### Carer's Duties and Responsibilities:

- Personal Care (hygiene, dressing, teeth, showering etc)
- Dignity - preservation of dignity at all times
- Independence - encourage independence as much as possible
- Medication - ordering, control and administration of meds
- Laundry - washing of clothes and linen, ironing
- Mobility - assisting to mobilise, ensure use of appropriate equipment, encourage exercise
- Nutrition - shopping, preparing and serving nutritious meals, encouraging fluid intake
- Notifying family in any change in condition
- Medical appointments - organising and accompanying client
- Liaising with all agencies to ensure client receives necessary care and treatment
- Safety - both of the home and the client, preventing falls and accidents in the home
- Companionship - most important function of them all.
- Carer will spend visiting hours with the client if admitted to hospital ensuring continuing care
- Pet care
- Any other services or tasks requested by client and/or their family

### Description of Services:

- The Client hereby agrees to engage the Carer to provide live in care, care services for the client in the client's home.
- The services will also include any other tasks the parties may agree on. The Carer hereby agrees to provide these services to the client.
- The carer will reside in the clients home and will provide 24 hours care, with a 2 hour break daily. Should the client require care whilst the Live In Carer is off duty, cover must be provided by a family member or another carer.
- Breaks can be accumulated to allow for a longer period off, as long as all parties are in agreement. (eg, if carer does not have a break on mon and tue, can have 6 hours break on the wed)
- The carer will give a minimum of 2 weeks notice for anytime off/holiday/extended breaks that will be required. Family members/appointed person will need to ensure appropriate cover is organised.
- The client will provide the carer with their own private room with a decent bed.
- Waking Nights: Should the client need services of the carer between the hours of 10pm and 7am, the carer agrees to one 30 minute assistance call during the night, if further help is required there will be an additional charge of £20 per on call hour.
- If the client requires a constant waking night service, a second carer will need to be provided to cover night times.
- The client will provide 3 meals per day for the live in carer. The carer will prepare these meals. If the client and the carer eat out, the client will pay for the carer's meal.
- If the carer uses his/her motor vehicle to transport the client, the carer will be reimbursed 0.45 per mile travelled.
- Any costs the carer incurs whilst out such as a coffee and sandwich is paid for by the client. Carer will order the same as the client or something cheaper. If the client does not use money, the carer will pay for everything and will just add it to the invoice.
- The carer agrees to maintain confidentiality at all times. The carer will not disclose, divulge, reveal, report or use for any purpose any information, whether personal or business, which would reasonably be considered private except when it has been authorised by client or required by law.
- The carer will ensure that he/she has valid and up to date carer's insurance.
- The carer will ensure that their skills and training are kept up to date.



**Terms for Payment:**

- For the live in care services provided, the client or appointed person, will pay £140.00 per day, paid weekly/monthly. **Double pay on bank holidays.**
- A 'day' is 7am -10pm with one 30 minute assistance call during the night.
- Additional hours worked will be charged at £20 per hour.
- The carer will invoice the client/appointed person weekly/monthly with the amount to be paid.
- All monies are due within 7 days of the receipt of the invoice.
- The carer is self employed and is responsible for paying their own NI, Income Tax and Pension.
- Penalties for late payment will trigger a fee of 2% per month on the amount still owing.

**Terms Of Agreement:**

- The terms of this agreement will begin on the date of this agreement and will remain in full force and in effect indefinitely until terminated as provided in this agreement.
- In the event that either party wishes to terminate this agreement, that party will be required to provide 7 days written notice to the other party.
- This agreement may be terminated at any time by mutual agreement of both parties.
- The obligation of this contract will end upon the termination of this agreement.

<b>Agreed by:</b>	Client (person receiving the service)
	Customer (Person paying for the service)
	Live In Carer
	Date:
	*****This agreement remains in effect until terminated in writing by either party

Clients Full Name	D.O.B	GP Surgery

DNR in pLace?	Where is it kept?

	Name	Contact Numbers
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