



## **DCIL Policies and Procedures 2017**

<b><u>1. Introduction</u></b>	4
1.0 Aims & Objectives	5
1.1 The Organisational Structures and Services Provided	7
1.2 The Philosophy of Independent Living	9
1.3 Roles & Responsibilities	11
<b><u>2. Autonomy, Privacy and Dignity</u></b>	15
2.0 Consent and Decision Making	15
2.1 Communication & Conversation	17
2.2 Relationship between Leaders and Staff outside of the work	19
2.3 Religion, Race, Sexual Orientation	21
2.4 In the event of the death of a Leader	23
2.5 Confidentiality	25
2.6 Freedom of Information	29
2.7 Leader's Finances	31
2.8 Personal Information & Data Protection	33
2.9 Personal Business	35
2.10 Personal Property	37
2.11 Company Property	39
2.12 Use of Mobile Phones	41
2.13 Internet and Email use	43
<b><u>3. Daily Living</u></b>	45

3.0 Philosophy of Daily Living in a Leader's Home	45
3.1 Assisting Leader's with Daily Living	47
3.2 Leader's Mobility	50
3.3 Bathing & Showering	52
3.4 Getting Up	55
3.5 Going to Bed	57
3.6 Personal Hygiene	59
3.7 Footwear, Clothing and Dressing	61
<b>4. <u>Staffing</u></b>	<b>63</b>
4.0 Terms & Conditions of Employment	63
4.1 Probation Period	66
4.2 Community Employment	68
4.3 Equal Opportunities	70
4.4 Training & Development	72
4.5 Vehicle requirement and Driving Licence	76
4.5.1 DCIL wheelchair accessible vehicle	79
4.6 Safe Driving	80
4.7 Hours of Work & rest Breaks	83
4.8 Time Keeping	85
4.9 Layoff, short time and Redundancy	87
4.10 Notice Periods	89
4.11 Payroll	91
4.12 Expenses	93
4.13 Payment for Unsociable Hours	95
4.14 PRSA Scheme	97
4.15 Sick Pay Scheme	99
4.16 Public Holidays	101
4.17 Absence due to Illness	104
4.18 Annual Leave	106
4.19 Statutory Leave	109
4.20 Parental Leave	111
4.21 Force Majeure Leave	113
4.22 Maternity Leave	115
4.23 Adoption Leave	118
4.24 Carer's Leave	120
4.25 Compassionate Leave	122
4.26 Jury Service Leave	124
4.27 Special Leave	126
4.28 Grievance Policy	128
4.29 Disciplinary Policy	131
4.30 Double Employment Policy	136

4.31 Notification of Pregnancy	139
<b><u>5. Protection and Rights</u></b>	<b>141</b>
5.0 Dignity at Work (Bulling/Sexual harassment/Harassment)	141
5.1 Dignity and Respect for Leaders- Prevention of Abuse	145
5.2 Elder Abuse	148
5.3 Safeguarding Vulnerable Adults at Risk of Abuse	151
5.4 Protection of Children	154
5.5 Evaluation of DCIL Service	156
<b><u>6. Health &amp; Safety</u></b>	<b>158</b>
6.0 Appropriate Clothing & Infection Control	158
6.1 Waste Management - Sharps, etc	160
6.2 Hepatitis B Injection	162
6.3 Safer Moving & Handling	164
6.4 Medical Devices – Hoists	167
6.5 Alcohol and Illegal Substances	170
6.6 No Smoking Policy	172
6.7 First Aid	174
6.8 Fire Safety	176
6.9 Slips, Trips, Falls & Incident Reporting	178
6.10 Aggressive Behaviours – Conflicts	181
6.11 Rapid Response for Leaders Living in Bungalows	183
6.12 Risk Assessment	185
<b><u>7. Development and Health</u></b>	<b>188</b>
7.0 Medication Policy B Fix	188
7.1 Training & Development	194
<b><u>8. Governance, Management and Records</u></b>	<b>198</b>
8.0 Recruitment	198
8.1 Garda Vetting	200
8.2 Risk Assessment	202
8.2.1 Risk Assessment/Evaluation	204
8.3 Service Assessment /Initiation of Potential Leaders	205

# **1.Introduction**

Donegal Centre for Independent Living's (DCIL) Policies and Procedures outlines key information that apply in respect to an employee's employment with DCIL and a Leaders role as manager of their service facilitated by DCIL. I hope that both new and existing staff will find this document to an ongoing resource.

It is our view at DCIL that the Policies and Procedures are useful and offer guidance to all involved with DCIL in the administration of their respective roles.

It is also our aim to continuously adapt and review our Policies and Procedures to take account of the changing requirements of DCIL as an organisation and indeed the changing needs and challenges being faced by our Leaders and P.A's

DCIL are fully committed to ensuring that it meets all it's obligations in the workplace as well as offering a safe and respectful working environment for all. Equally, it is important that DCIL employees and Leaders understand their obligations and responsibilities within the workplace to your employer, colleagues and to each other.

It is the responsibility of all Leaders and PA's to become familiar with and adhering to the Policies and Procedures which are available online at [www.donegalcil.com](http://www.donegalcil.com) or at DCIL reception upon request. If you have any queries you should contact the DCIL Management.

The contents of these Policies and Procedures apply to all employees of DCIL, including community employment participants.

Each and everyone play a vital role in the progress of and development of the important aims of the DCIL and I look forward to your continued support and to working with you all in the future.

**Chairperson  
DCIL**

## 1.0 Aims & Objectives

<b>Document Reference Number</b>	<b>1.0 Aims and Objectives</b> (Introduction)		
<b>Document developed by</b>	Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	January 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**The aim of the DCIL service is to provide Personal Assistance Service for people with Physical and/or Sensory disabilities, based on the Social Model approach to disability.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the aims and objectives of the DCIL service and the ethos of the Social Model approach to our service.

### **SCOPE:**

This policy refers to all staff working within the Donegal Centre for Independent Living, as well as, Leaders accessing our services.

### **PROCEDURE:**

- 1.0.1 Staff should understand that DCIL is part of a worldwide Independent Living Movement. DCIL is a service for and controlled by People with Physical and / or Sensory Disabilities.
- 1.0.2 The DCIL service aims to enable People with Disabilities to participate, live and work independently through the provision of services such as Independent Living Training, Personal Assistant services, Information, Advocacy, etc.
- 1.0.3 DCIL aims to provide a forum for People with Disabilities to explore and realise their human, civil and economic rights.
- 1.0.4 DCIL aims to facilitate the raising of disability issues at local, national and international level.
- 1.0.5 DCIL aims to promote services, project positive images and perceptions of People with Disabilities.

1.0.6 DCIL and staff should always encourage the empowerment, options, rights and independence for People with Disabilities through the promotion and development of a range of services aiming to remove attitudinal and material restrictions that prevent full participation in society.

1.0.7 Through understanding and embracing our aims of DCIL, Staff can truly understand the importance of working within the Social Model of Disability.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin  
Donegal Centre for Independent Living, Donegal

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of the DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in January 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 1.1 The Organisational Structures and Services Provided

<b>Document Reference Number</b>	<b>1.1 The Organisational Structure and Services Provided</b> (Introduction)		
<b>Document developed by</b>	Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval Date</b>	May 2017	<b>Revision Date</b>	January 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for Review and Audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**The Organisational structure and services provided by DCIL should be clear and comprehensible to all Staff and Service Users.**

### **PURPOSE:**

To ensure that all DCIL staff and service users (Leaders) have a clear understanding of the Organisational Structure of the DCIL service and the services provided.

### **SCOPE:**

This policy refers to all staff working within the Donegal Centre for Independent Living, as well as, Leaders accessing our services.

### **PROCEDURE:**

- 1.1.1 DCIL was established in 1999 as a Centre for Independent Living (CIL) to support the needs of disabled people within Donegal County.
- 1.1.2 DCIL is a registered charity that operates on a not for profit basis.
- 1.1.3 DCIL is one of 27 CIL's nationwide, which play a vital role in representing its members and supporting disabled people with integration into mainstream and independent Living.
- 1.1.4 Funding for the services provided by DCIL is mainly through the Health Service Executive (HSE) and also through the Community Employment (CE) Schemes funded by FAS.

- 1.1.5 The main support services provided by DCIL are the Personal Assistant Service to People with Physical and / or Sensory disabilities, which aim to enable disabled people to achieve independent living within their local community.
- 1.1.6 A Personal Assistant (PA) is someone who provides a person with a disability (referred to as a Leader) with physical assistance to help them in aspects of daily life such as personal care, household tasks, assistance in college or work, driving etc.
- 1.1.7 The service provider and employer is DCIL, the leader is the Employee line Management, determining and directing the work to be done and the hours of duty.
- 1.1.8 The Leader will provide the day-to-day support and training to their PA to support their needs whilst essential health & safety and hygiene training is provided by DCIL.
- 1.1.9 The DCIL is set up as a company that is limited by guarantee and was registered as a charity in 2002.
- 1.1.10 It is run by a Board of Directors, which consists of volunteer members from the community. Board members do not participate in daily operational matters and day-to-day responsibility for the running of the DCIL rests with the Management that is appointed by the Board.
- 1.1.11 The Board has responsibility for overseeing the work of the association and the Management reports to the Board on a monthly basis. The Board is responsible for decision making in areas such as strategy, funding, large capital expenditure etc.
- 1.1.12 On employment matters, the Board may be involved as an appeal mechanism in disciplinary matters or grievances or in situations that may involve the Management directly.

## 1.2 The Philosophy of Independent Living

<b>Document Reference Number</b>	<b>1.2 The Philosophy of Independent Living</b> (Introduction)		
<b>Document developed by</b>	Manger & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	January 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL's Philosophy of Independent Living should be clear and comprehensible to all Staff and Service Users.**

### **PURPOSE:**

To ensure that all DCIL Staff and Service Users (Leaders) have a clear understanding of the Philosophy of Independent Living.

### **SCOPE:**

This policy refers to all staff working within the Donegal Centre for Independent Living, as well as, Leaders accessing our services.

### **PROCEDURE:**

- 1.2.1 DCIL aims to base its whole belief system on the Philosophy of Independent Living, which is the Social Model Approach to Disability.
- 1.2.2 DCIL believes that disability is caused by the social, physical and attitudinal barriers placed in their way by society in general.
- 1.2.3 DCIL believes that Society should expel all negative approaches to People with Disability.
- 1.2.4 DCIL believes that it should encourage People with Disabilities to be integrated as fully as possible into their local communities.

- 1.2.5 DCIL believes that People with Disabilities are discriminated against by inadequate building design, lack of Special Needs Assistants, etc.
- 1.2.6 DCIL believes that it is our job to Encourage, Promote and Empower People with Disabilities to become Independent with the support and assistance of a Personal Assistant Service.
- 1.2.7 DCIL rejects the Medical Model approach to disability which believes that Disability is the Individual disabled person's problem.
- 1.2.8 The medical model approach believes that the Doctor is always the expert.
- 1.2.9 The medical model believes that People with Disabilities cannot make decisions that affect their own Life.
- 1.2.10 The medical model believes a Non-disabled Person is more "Normal" than a Person with a Disability.
- 1.2.11 The medical model believes that it is ok to assume or prejudge a Person's Ability or Disability.
- 1.2.12 People with Disabilities totally reject being pitied or patronized in any way by other People in Society.
- 1.2.13 It is crucial for all staff to remember to treat everyone equally and work within a more empathetic and non-patronising way.
- 1.2.14 It is the responsibility by all DCIL Staff (Core Staff and PA's) and service users to embrace the Social Model approach to Disability, which is the Philosophy of Independent Living; empowering people with disabilities to live inclusively in their local communities.
- 1.2.15 We must reject old institutional attitudes towards Disability and strive towards educating people in a more positive and respectful way.

### 1.3 Roles & Responsibilities (PA'S & Leader's)

<b>Document Reference Number</b>	<b>1.3 Roles &amp; Responsibilities (PA'S &amp; Leader's)</b> (Introduction)		
<b>Document developed by</b>	Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**The Roles and Responsibilities of Personal Assistants and Leaders should be clear and understandable to everyone involved in the Service.**

#### **PURPOSE:**

To ensure that everyone involved in the DCIL service will understand the Roles & Responsibilities of Personal Assistants and Leaders.

#### **SCOPE:**

This policy refers to all DCIL Staff working within the Donegal Centre for Independent Living, as well as Leaders accessing our services.

#### **PROCEDURE:**

##### **Personal Assistant's Role & Responsibilities**

- 1.3.1 A Personal Assistant (referred to as a PA) provides assistance with personal care, food preparation and household tasks, and assists people outside the home environment to continue living within their local community by attending work or education and going to social activities such as pubs, clubs, cinema, theatre, sporting events, holidays, etc. The activities of the PA are directed by the person with the disability (the Leader). A PA's primary function is to facilitate the person with a disability to lead an independent life.
- 1.3.2 While acknowledging the Leader's right to make their own choices and run their own service, DCIL recommend that essential tasks such as personal care and food preparation should be prioritised over household chores, should there be time constraints.

- 1.3.3 In the event that circumstances result in the PA working over the allocated time, this should result in an acknowledgement from the Leader and where possible Time in Lieu is allocated.
- 1.3.4 It is the PA's responsibility to cooperate with DCIL in ensuring that their training requirements, as set out by DCIL, are up to date. Failure to have the appropriate training may result in temporary suspension of work or termination of employment should the PA continue to refuse to undertake mandatory training.
- 1.3.5 DCIL's PAs must cooperate with DCIL in all forms of Reviews i.e. PA Review-and PA/Leader reviews which will take place annually.
- 1.3.6 It is the PA's responsibility to ensure that they are familiar with DCIL's Policies and Procedures and Safeguarding Policies which can be seen on our website at [www.donegalcil.com](http://www.donegalcil.com). Hardcopies are available at the DCIL reception upon request.
- 1.3.7 PAs must have a clear understanding of the roles and responsibilities of a Personal Assistant.
- 1.3.8 It is the responsibility of the Personal Assistants to ensure that the recommendations from a Risk Evaluation are met and adhered to.
- 1.3.9 PAs must understand the Philosophy of Independent Living.
- 1.3.10 PAs must be able to talk publicly about their role as a Personal Assistant while being careful not to disclose any confidential information.
- 1.3.11 PAs must understand and execute their responsibilities as an employee.
- 1.3.12 PAs must be available to attend any training which DCIL may run as part of their job, it is mandatory to attend all training sessions.
- 1.3.13 PAs must be able to give notice to their Leaders and the DCIL office for Holidays/  
Annual Leave, etc.
- 1.3.14 PAs must be able to manage and submit timesheets, etc., and documents as required by DCIL.
- 1.3.15 PAs must have the ability to follow directions from the Person with a Disability (Leader).
- 1.3.16 PAs must be trustworthy, honest and respect confidentiality.
- 1.3.17 PAs must be flexible and reliable.
- 1.3.18 PAs must always respect the Leader's right to make their own choices.
- 1.3.19 PAs must be a good listener with good communications skills.

1.3.20 PAs will be encouraged to evaluate the support they receive from DCIL by way of PA Reviews which will be carried out annually.

### **Leader's Role & Responsibilities**

1.3.21 The person with the disability is referred to as the Leader since the activities of the Personal Assistant (PA) are lead/directed by the person with the disability. For instance, the person with the disability may instruct their PA to clean the windows, if they so require, however, the PA will not undertake this task unless directed to do so by the Leader, or without some sort of input from the leader.

1.3.22 It is the Leader's responsibility to ensure that they are familiar with DCIL's Policies and Procedures and Safeguarding Policies which can be seen on our website at [www.donegalcil.com](http://www.donegalcil.com) which are available on hardcopy at DCIL reception upon request.

1.3.23 DCIL Leaders will be encouraged to cooperate with DCIL in all forms of Reviews i.e. Leader Review and PA/Leader reviews which will take place annually.

1.3.24 While acknowledging the Leader's right to make their own choices and run their own service, DCIL recommend that essential tasks such as personal care and food preparation should be prioritised over household chores should there be time constraints.

1.3.25 In the event that circumstances result in a PA working over the allocated time, this should result in an acknowledgement from the Leader and where possible Time Off in Lieu allocated.

1.3.26 Leaders must understand the role and responsibilities of a Leader/PA.

1.3.27 Leaders must understand the Philosophy of Independent Living.

1.3.28 Leaders must understand and execute responsibilities as an employer/manager.

1.3.29 Leaders must be available to attend any training which DCIL may run.

1.3.30 Leaders must be able to manage timesheets, etc., and documents as required by DCIL.

1.3.31 Leaders must understand how their disability impacts on their life.

1.3.32 Leaders must be aware of the nature and level of assistance needed.

1.3.33 Leaders must be capable of scheduling Personal Assistant (s).

1.3.34 Leaders must be capable of making alternative arrangements if a PA is not available.

1.3.35 Leaders must be capable of recruiting, employing assistants.

- 1.3.36 Leaders will be encouraged to evaluate the support they receive from DCIL by way of a Leader Review which will be carried out annually.
- 1.3.37 Leaders will be encouraged to evaluate the professional relationship they have with their PA by way of Leader /PA review which will be carried out annual

## 2. Autonomy, Privacy and Dignity

### 2.0 Consent and Decision Making

<b>Document Reference Number</b>	<b>2.0 Consent and Decision Making</b> (Autonomy, Privacy and Dignity)		
<b>Document developed by</b>	Management & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**DCIL recognises the right of Leaders in Consent and decision making.**

#### **PURPOSE:**

To ensure that all DCIL staff has a clear understanding a Leader's right to make their own decisions and that PA's must not conduct tasks without the consent of Leaders.

#### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

- 2.0.1 DCIL Core Staff and Personal Assistants must make every effort to allow Leaders to make their own decision in their daily living.
- 2.0.2 Personal Assistants Assist. Leaders Direct.
- 2.0.3 Personal Assistants must never carry out a task without the consent and direction of the Leader.
- 2.0.4 Personal Assistants should promote and encourage the Leader's independence at all times.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin  
Donegal Centre for Independent Living, Donegal

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.  
It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in January 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 2.1 Communication & Conversation

<b>Document Reference Number</b>	<b>2.1 Communication and Conversation</b> (Autonomy, Privacy & Dignity)		
<b>Document developed by</b>	DCIL Manger & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL recognises the right of Leaders to have good communication with all DCIL Staff and peers.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of proper communication with Leaders.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 2.1.1 Meaningful conversations are as important as giving physical care. Time needs to be spent in talking with Leaders during time of assistance.
- 2.1.2 Staff must guard against ‘talking down’ to Leaders as if they were children, carrying on conversations with others whilst ignoring the Leader who is being assisted, or correcting, contradicting or chivvying the Leader which can be inappropriate and irritating.
- 2.1.3 Just because someone has a disability, it doesn’t mean that they require help – Ask before you help.
- 2.1.4 If the person wants help, ask what you need to do, do not take the initiative yourself.
- 2.1.5 Think before you speak; always speak directly to the Leader and talk to the Leader the same respectful way you would like to be spoken to.

- 2.1.6 Don't make assumptions about the Leader's abilities or lack of them. The Leader will have as many interests as anyone else; there is so much more to the person than just their wheelchair.
- 2.1.7 Interact in a natural way; just as you would to anyone else.
- 2.1.8 Talk to each other and look directly to one another.
- 2.1.9 Be polite and courteous as you would to anyone else.
- 2.1.10 Be patient and considerate, especially with people who have a speech impediment.
- 2.1.11 Talk to Leaders in a manner that is age appropriate; do not patronise and talk to Leaders with a pitiful attitude. Leaders are adults after all.

## 2.2 Relationships between Leaders and Staff outside of work setting.

<b>Document Reference Number</b>	<b>2.2 Relationships between Leaders and Staff outside of work setting.</b>		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**In the event of a natural friendship developing between Leaders and staff, DCIL should endeavour to protect the interests of Leaders and staff. Leaders may develop friendships with people from local communities**

### **PURPOSE:**

To ensure the safety of Leaders at all times and the privacy of Staff.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 2.2.1 In the event of a natural friendship between Leaders and staff, DCIL endeavors to protect the Leader and staff, thus enabling the Leader's integration opportunities.
- 2.2.2 It is crucial for Staff to understand that the primary relationship between Leader and Personal Assistant is an employer/ employee relationship.
- 2.2.3 If friendships develop from this; it is between the Leader and Personal Assistant to define boundaries, and so protecting each other.
- 2.2.4 Personal Assistants should not take Leader's to their home during their working hours.
- 2.2.5 Leaders need to be aware that their PA is there for the allocated hours and is not on call all the time.

**LEGISLATION/OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin  
Donegal Centre for Independent Living, Donegal

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.  
It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

**REFERENCES/BIBLIOGRAPHY:**

Centre for Independent Living, Carmichael House, Dublin

## 2.3 Religion, Race, Sexual Orientation

<b>Document Reference Number</b>	<b>2.3 Religion, Race, Sexual Orientation</b> (Autonomy, Privacy & Dignity)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**All DCIL Staff must respect people within the service regardless of their Religion, Race or Sexual Orientation.**

### **PURPOSE:**

To safeguard and respect the rights of people involved with DCIL regardless of Religion, Race, and Sexual Orientation.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 2.3.1 All DCIL must respect all persons within the DCIL organisation regardless of their Religion, Race or Sexual Orientation.
- 2.3.2 Any staff that discriminates against these grounds will have to follow the disciplinary procedures under the DCIL Terms and Conditions of employment.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Equality Act 2004  
[www.equality.ie](http://www.equality.ie)

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.  
It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 2.4 In event of death of Leader

<b>Document Reference Number</b>	<b>2.4 In event of death of Leader</b> (Autonomy, Privacy & Dignity)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**The death of a Leader is a sad occasion and should be dealt with in a dignified and appropriate manner.**

### **PURPOSE:**

To ensure staff are sensitive and supportive following the death of a Leader.

### **SCOPE:**

This policy refers to All DCIL Staff working within Donegal Centre for Independent Living.

### **PROCEDURE:**

- 2.4.1 After having contacted Emergency Services and in the time that the Leader is being brought to the Hospital by Emergency Services, a Personal Assistant should contact DCIL immediately.

2.4.2 DCIL will then contact the Leader's Next Of Kin immediately.

2.4.3 PA's should then remain at the hospital until the Next Of Kin /Family members arrive.

2.4.4 DCIL Manager and board members should ensure staff are supported at this difficult time.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

The report of the Commission on the Status of people with disabilities (1996)

Donegal Centre for Independent Living, Donegal

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of respite staff to comply with the above policy.

It is the responsibility of the Respite Co-ordinator to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the Respite Co-ordinator to roll out and implement the above policy to all respite staff.

Training will be given, where appropriate, to respite staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the Respite Co-ordinator and Manager, Physical & Sensory Disability Department.

## 2.5 Confidentiality

<b>Document Reference Number</b>	<b>2.5 Confidentiality</b> (Autonomy, Privacy & Dignity)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Information gained in the course of employment with DCIL may only be communicated to authorised personnel. Leader's privacy is paramount to DCIL.**

### **PURPOSE:**

To ensure the privacy of Leaders involved within DCIL.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 2.5.1 DCIL is committed to ensuring that it operates under a strict confidentiality policy that applies to all employees. All information and confidential information acquired during the course of your duties, relative to DCIL activities, must at all times be treated as highly confidential.
- 2.5.2 Details must not be discussed outside the organisation at any time, or disclosed to other employees who are not properly involved, or used for any other purpose whatsoever.
- 2.5.3 The same level of confidentiality, also applies to employees in respect of the home and all personal and financial matters of their Leader(s).
- 2.5.4 Confidentiality rules apply both during and after employees have left the service of DCIL for whatever reason.

- 2.5.5 All DCIL employees are required to read and acknowledge DCIL's confidentiality statement with outlines the extent of confidentiality required expectation of all DCIL staff in this area.(see 2.5.7)
- 2.5.6 Any breach of confidentiality may lead to disciplinary action under the disciplinary policy, up to and including dismissal.
- 2.5.7 **Information obtained in the course of your employment with DCIL may only be communicated to authorised personnel. Privacy is paramount to DCIL and any breach of Confidentiality will be treated with the utmost seriousness**
1. DCIL is committed to ensuring that it operates a strict confidentiality policy that applies to all employees. All information and confidential details acquired during the course of your duties in relation to DCIL activities must at all time be treated as highly confidential.
  2. Details must not be discussed outside the organisation at any time, or disclosed to your family members or other employees who are not properly involved, or used for any other purpose whatsoever. (*Breach of confidentiality includes information shared on any social media outlet such as Facebook/Twitter/Snapchat or other such platforms; local/national publications or local or national radio/TV productions.*) If an employee has any doubt about sharing relevant information during the course of their work they should discuss the matter immediately with their line manager.
  3. The same level of confidentiality applies to Employees in respect of personal and financial matters of Leader(s) or any information obtained during the course of carrying out duties at a Leader's home.
  4. The unauthorised access of information in respect of Leaders or other DCIL employees, or any other such DCIL matters, will constitute a breach of confidentiality.
  5. Confidentiality rules apply both **during and after employees have left the service of DCIL for whatever reason.**
  6. Any breach of confidentiality will lead to disciplinary action under the DCIL's Disciplinary Procedure the outcome of which may result in disciplinary sanction up to and including dismissal.

I acknowledge that I have read this document and fully understand the importance of maintaining confidentiality in and outside the workplace in respect of my work with Donegal Centre for Independent Living. By signing this agreement I agree to be bound by the confidentiality terms contained within it.

SIGNED BY THE EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

Data Protection Act 2003

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 2.6 Freedom of Information

<b>Document Reference Number</b>	<b>2.6 Freedom of Information</b> (Autonomy, Privacy and Dignity)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL are responsible to give information on DCIL operations if requested by the appropriate parties under the Freedom of Information Act.**

### **PURPOSE:**

To ensure the appropriate and responsible passing of specific information to the public.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 2.6.1 As a publicly funded organisation, DCIL is subject to requests for information from the general public with regard to all its operations, as provided for under the Freedom of Information legislation.
- 2.6.2 The Management is responsible for dealing with all requests made under FOI and all requests must be directed to the Management.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Freedom of Information Act 1997 & 2003

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 2.7 Leader's Finances

<b>Document Reference Number</b>	<b>2.7 Leader's Finances</b> (Autonomy, Privacy and Dignity)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL aims to ensure the protection and rights of a Leader and their Finances.**

### **PURPOSE:**

To ensure that DCIL Staff do not abuse a Leader's right in protecting their Finances.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 2.7.1 Employees may be required to deal with money or cash on behalf of their Leader in the course of carrying out their duties.
- 2.7.2 It is critical that all money handled can be accounted for fully; when dealing with money, the employee should record the amount received, the payee's name and for what purpose.

- 2.7.3 A till receipt must always be given to the leader in respect of any purchases made on their behalf and initialled by the Leader to confirm details. Money received from the Leader must always be kept securely.
- 2.7.4 Employees must never use money or cash belonging to the Leader for personal purposes.
- 2.7.5 Failure to comply with the above rules in respect of handling money will result in disciplinary action being taken up to and including dismissal.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

Data Protection Act 1988 & 2003

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 2.8 Personal Information & Data Protection

<b>Document Reference Number</b>	<b>2.8 Personal Information &amp; Data Protection</b> (Autonomy, Privacy and Dignity)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL aims to ensure the protection and rights of all Personal Information as per the terms of the Data Protection Act.**

### **PURPOSE:**

To ensure that DCIL ensure the protection of personal information all DCIL Staff and Leaders.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 2.8.1 Employees are required to provide essential personal information for DCIL's manual and computerised records.
- 2.8.2 The Finance Administrator should be informed of any changes to your home address, telephone number, bank details, medical card status, next of kin etc.

- 2.8.3 All such personal information is kept confidential and will only be used in line with required purpose and as per the terms of the Data Protection Acts 1998 & 2003.
- 2.8.4 Employees have the right to access information held about them and all requests should be made in writing to the Management.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent, Donegal

Data Protection Acts 1998 & 2003

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 2.9 Personal Business

<b>Document Reference Number</b>	<b>2.9 Personal Business</b> (Autonomy, Privacy and Dignity)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Personal Business should not be conducted during Office or work hours in a Leaders Home.**

### **PURPOSE:**

To ensure that DCIL Staff do not abuse the work activity by conducting personal business within their work time.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 2.9.1 Use of the company's address, office facilities or equipment for private work is not permitted.
- 2.9.2 Personal business should not be conducted during office hours.
- 2.9.3 The use of the telephone, email or Internet for personal purposes should be kept to a minimum.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Organisation of Working Time Act 1997

Minimum Notice & Employment Acts 1973 - 2001

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 2.10 Personal Property

<b>Document Reference Number</b>	<b>2.10 Personal Property</b> (Autonomy, Privacy and Dignity)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL are not responsible for any losses of Staff Personal Property.**

### **PURPOSE:**

To ensure that DCIL Staff understand the consequences of lost Personal Property.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

2.10.1 The security of your personal property is your own responsibility whilst you are at work or training and you should always take care not to leave your belongings including cash, lying around.

2.10.2 If valuables must be kept in the office, they should be locked away.

2.10.3 Any losses or items found should be reported immediately.

2.10.4 DCIL will not be responsible for any losses incurred.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Organisation of Working Time Act 1997

Minimum Notice & Terms of Employments Acts 1973 - 2001

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 2.11 Company Property

<b>Document Reference Number</b>	<b>2.11 Company Property</b> (Autonomy, Privacy and Dignity)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL Staff must ensure the protection of Company Property at all times.**

### **PURPOSE:**

To ensure that DCIL Staff understand the importance of the protection of Company Property.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

2.11.1 During the course of your employment you will be issued with various items of company property.

2.11.2 Items of company property are for business purposes only and should not be used for personal reasons.

2.11.3 You are required to sign for all items of company property received and to sign them back in when returning them.

2.11.4 Property must be looked after and maintained properly whilst in your possession.

2.11.5 You are required to return to the company on termination of your employment, or when requested to do so, any notes, records, documents or property of the company, which you may possess or have under your control.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Acts 1994 - 2001

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 2.12 Use of Mobile Phones

<b>Document Reference Number</b>	<b>2.12 Use of Mobile Phones</b> (Autonomy, Privacy and Dignity)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL Staff must only use Mobile phones in a safe place and at authorised time by management or by a Leader.**

### **PURPOSE:**

To ensure that DCIL Staff understand the conditions of using mobile phones.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

2.12.1 Mobile phones must not be used whilst driving a vehicle. Please ensure your phone is switched off whilst driving.

2.12.2 Calls must only be made or received whilst parked in an appropriate and safe place.

2.12.3 Mobile phones must not be used during working hours unless agreed by your Leader/Management.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Acts 1994 - 2001

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of the DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to comply with the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 2.13 Internet and Email Use

<b>Document Reference Number</b>	<b>2.13 Internet and Email Use</b> (Autonomy, Privacy and Dignity)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL Staff must only use Internet and Email for Business Purposes only.**

### **PURPOSE:**

To ensure that DCIL Staff understand the conditions of using Internet and Email.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

2.13.1 The use of Internet or email facilities for reasons other than for valid business purposes is strictly forbidden.

2.13.2 The access, downloading or sending of any indecent, obscene, pornographic, sexist, racist or defamatory, or other inappropriate materials, will be considered a serious breach of company rules and will result in disciplinary action, up to and including dismissal.

2.13.3 Such conduct may be viewed by the company as gross misconduct leading to summary dismissal without notice.

2.13.4 The use of company email and Internet facilities for personal use should be kept to an absolute minimum and only during break times. Abuse of facilities for personal use will result in disciplinary action.

2.13.5 The company reserves the right to monitor the use of all computer facilities that it provides.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Acts 1994 - 2001

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

### 3. Daily Living

#### 3.0 Philosophy of Daily Living in Leader's home

<b>Document Reference Number</b>	<b>3.0 Philosophy of Daily Living in Leader's home</b> (Daily Life)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**This policy provides practical guidelines for daily living within a Leader's home. The guidelines are not intended to be exhaustive but to give an indication of good practice.**

#### **PURPOSE:**

To provide guidance for the appropriate philosophy of Daily Living in a Leader's home.

#### **SCOPE:**

This policy refers to all DCIL Personal Assistants employed working with Leaders within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

3.0.1 Personal Assistants are to acknowledge that the Leader's home is the Personal Assistant's place of work and should act accordingly at all times as it is their attitudes and manner that will make the Leader feel comfortable, relaxed with you in their own home.

- 3.0.2 Leader's basic rights are met by responding to his/her personal, racial, religious and cultural differences, preferences, gender, sexuality, disability, age and communication needs.
- 3.0.3 The activities of assistance should be flexible and designed to meet the needs of the Leader rather than the PA. However, the Leader must ensure PA's are working and assisting within the realms of health and safety.
- 3.0.4 Leaders should be able to make responsible choices even if this involves a risk to them. Appropriate risk-taking must be accepted as a normal part of life. To support the Leader in their choices, a risk assessment must be carried out and decisions about acceptable risk discussed and agreed with the Leader and his/her family/carers/advocate where appropriate.
- 3.0.5 Personal Assistants must respect the Leaders' beliefs and values.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

### 3.1 Assisting Leader's with Daily Living

<b>Document Reference Number</b>	<b>3.1 Assisting Leader's with Daily Living</b> (Daily Life)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	January 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**DCIL recognises that Leaders have rights and responsibilities within their own home and local community.**

#### **PURPOSE:**

To assist Leader's with daily living tasks while in their home or local community.

#### **SCOPE:**

This policy refers to all DCIL Personal Assistants employed working with Leaders within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

3.1.1 Assisting the Leader in daily living means:

- Meeting the Leader's gender, physical, intellectual, emotional, and social needs in a sensitive way to maintain dignity, privacy, independence and rights.
- Ensuring choice and fulfillment whilst providing freedom from discomfort, boredom, insecurity, anxiety and isolation.

- 3.1.2 Assistance to be provided in such a way as to enable the Leader to do as much as possible for themselves in the way they wish. Staff must:
- Avoid any unnecessary action, which might cause embarrassment and ensure that the Leader feels comfortable with the assistance being offered.
  - Whenever and wherever possible enable and encourage the Leader to do things for themselves.
- 3.1.3 Personal Assistants should receive training in the most appropriate way to offer physical care which takes into account a Leader's disability, the use of appliances and equipment and the need to ensure the Leader's comfort, privacy and dignity, for example Safer Moving & Handling.
- 3.1.4 The assistance required for daily living may not always be obvious and staff should be alert to Leader' needs.
- 3.1.5 Whenever and wherever possible, the environment should be arranged, and where necessary, adapted and modified, to enable Leaders to be independent in their daily living and do as much as possible for themselves without the assistance of Personal Assistants, e.g. move around the house, open and close doors.
- 3.1.6 Personal Assistants should discuss with the Leader and/or next of kin and/or DCIL staff member if necessary, the assistance they require to meet their daily living needs.
- 3.1.7 The manner and degree of assistance will vary from Leader to Leader and at different times with the same Leader.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in January 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 3.2 Leader's Mobility

<b>Document Reference Number</b>	<b>3.2 Leader's Mobility</b> (Daily Life)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	January 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

DCIL recognises that it is an individual's right to have as much mobility as possible in their surroundings.

### **PURPOSE:**

To ensure the Leader's home and outside of their home is as accessible as possible in order to maximise Leader's mobility.

### **SCOPE:**

This policy refers to all DCIL Personal Assistants employed working with Leaders within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 3.2.1 It is hoped that the Leader's home and surrounding area will be as accessible as possible for Leader's, with the aim of providing personal access by Leaders to as many facilities as is possible.
- 3.2.2 Appropriate equipment should be provided for individual Leaders to minimise restrictions on their independence.

3.2.3 PA's should be aware that distances within the Leader's home or can be a barrier to independent mobility. Consideration may have to be given as to whether the purpose and use of rooms can be changed to make them more accessible. If this is not possible, PA's must consider the sitting of chairs at strategic points, without causing an obstruction, to provide a resting place for Leaders or the provision of a wheelchair.

3.2.4 Personal Assistants and Leaders should not create obstacles to mobility, e.g. by leaving articles lying around.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in January 2020 by the DCIL Support & Development Team and Manager of DCIL.

### 3.3 Bathing & Showering

<b>Document Reference Number</b>	<b>3.3 Bathing &amp; Showering</b> (Daily Life)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	January 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

DCIL Staff should be aware of the importance of approaching intimate and personal care of Leaders following the directives of Health and Safety, risk assessment, manual handling and the protection of vulnerable adults.

#### **PURPOSE:**

To ensure privacy, dignity and Health and Safety of each Leader.

#### **SCOPE:**

This policy refers to all DCIL Personal Assistants employed working with Leaders within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

- 3.3.1 Ensure that all requirements are present in bathroom before the bath/ shower commences, as PA's are not to leave the Leader unsupervised while in the bath or shower unless there is a risk assessment plan in place to the contrary. Sample list of requirements – shower chair, hoist, commode, toiletries, towels, dressing gown, slippers, clean set of clothes, special shampoo or prescribed topical medications etc.

- 3.3.2 Personal Assistants should be sensitive to the feelings and wishes of the Leader during this intimate procedure.
- 3.3.3 Leaders are encouraged to shower and /or bath themselves independently providing there is a risk assessment plan in place. A suitable risk assessment should be carried out by the appropriate personnel.
- 3.3.4 When filling a bath the **cold water should ALWAYS be put in first** and then add the hot water to bring up to the correct temperature. (36° - 38° centigrade).
- 3.3.5 The temperature of the bath should be tested with a bath thermometer as standard practice before a Leader gets into it, or alternatively the temperature can be tested with your elbow, or both.
- 3.3.6 The temperature of the shower water should start off cold and gradually add hot water to bring up to the correct temperature. PA's should be aware that when using shower or mixer tap the water temperature can fluctuate, staff vigilance is essential and they are advised to keep water running over forearm whilst service user is in the water.
- 3.3.7 All bathrooms and showers should have non-slip floor coverings.
- 3.3.8 A non-slip mat should be available for use in the bath. The Leader should be encouraged to sit in the bath facing the taps so as to avoid possible injury from hitting body against taps or burning from leaning against a hot tap.
- 3.3.9 Help the Leader to undress ensuring that their dignity is maintained at all times.
- 3.3.10 Help the Leader into the bath/shower as required.
- 3.3.11 Observe any marks, bruises, rashes, and changes in body weight and report them to the DCIL line manager.
- 3.3.12 Observe the service user throughout the procedure if required.
- 3.3.13 While washing hair in the bath, a container of clean water at the correct temperature should be used for most of the procedure; the mixer tap should only be used for the final rinse.

3.3.14 Give the acquired amount of assistance to the Leader to:

- ◆ Get out of the bath /shower as required.
- ◆ To dry, and apply any topical applications.
- ◆ To get dressed.
- ◆ To dry and style the hair.

3.3.15 Ensure the service user is left feeling as comfortable as possible.

3.3.16 Clean the bath with appropriate cleaning agent.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

Health, Safety & Welfare at Work Act 1989 & 2005

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in January 2020 by the DCIL Support & Development Team and Manager of DCIL.

### 3.4 Getting Up

<b>Document Reference Number</b>	<b>3.4 Getting Up</b> (Daily Life)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	January 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

**POLICY STATEMENT:**

DCIL recognises that each Leader within the service has individual needs.

**PURPOSE:**

To provide appropriate assistance to Leaders when getting up.

**SCOPE:**

This policy refers to all DCIL Personal Assistants employed working with Leaders within the Donegal Centre for Independent Living.

**PROCEDURE:**

- 3.4.1 The amount of assistance or prompting the Leader requires may vary from day to day and should be discussed with the Leader.
- 3.4.2 From the onset of receiving a PA service, the Leader will need to explain to PA when they usually like to get up in the morning and also how much assistance is required. This will be part of the PA's job description for that Individual Leader.
- 3.4.3 Whenever and wherever necessary, equipment and adaptations must be provided to enable the Leader to get up and get ready for the day when they choose rather than requiring the help of a Personal Assistant.

3.4.4 Trained PAs will be available to assist Leaders to get up, if required.

3.4.5 The appropriate time required will be negotiated with the Leader.

3.4.6 Any assistance or prompting for the service user must be given in a sensitive manner, which respects the Leader's need for privacy and dignity.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in January 2020 by the DCIL Support & Development Team and Manager of DCIL.

### 3.5 Going to Bed

<b>Document Reference Number</b>	<b>3.5 Going to Bed</b> (Daily Life)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	January 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

DCIL recognises that each Leader within DCIL has individual needs.

#### **PURPOSE:**

To ensure a procedure is in place when Leaders are going to bed.

#### **SCOPE:**

This policy refers to all DCIL Personal Assistants employed working with Leaders within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

- 3.5.1 A Leader's usual bedtime will need to be discussed with the Personal Assistant prior to beginning working with the Leader. This will be part of the PA's job description for the individual Leader.
- 3.5.2 The amount of assistance or prompting the Leader requires may vary from night to night and should be discussed with the Leader.

- 3.5.3 The behavior or mood of Leaders, like everyone else, can often change at the end of the day when they are tired. Personal Assistants must avoid hustling or hurrying the Leader, be prepared to be more patient and allow time to talk with Leader.
- 3.5.4 Leaders must also be conscious of time while the PA is assisting them. PA's time can sometimes be limited, this depends on hours of assistance the Leader has.
- 3.5.5 The priority for PA's is to ensure that Leaders receive the assistance they need to go to bed when they wish.

PA's, where possible, should be aware of the Leader's previous sleep routine and pattern and that the amount of sleep the Leader requires will vary. When in bed the following should be accessible to Leaders who need them:

- Wheelchair or walking stick/frame.
- Light switch/ Drinks.
- Bedside table with items required by the Leaders.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in January 2020 by the DCIL Support & Development Team and Manager of DCIL.

### 3.6 Personal Hygiene

<b>Document Reference Number</b>	<b>3.6 Personal Hygiene</b> (Daily Life)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	January 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**DCIL recognises a Leader's need for dignity and respect when being assisted with personal hygiene.**

#### **PURPOSE:**

To assist with a Leader's personal hygiene tasks, as required.

#### **SCOPE:**

This policy refers to all DCIL Personal Assistants employed working with Leaders within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

- 3.6.1 Leaders should have the choice of how they wash and bathe. The amount of assistance and prompting they require should be discussed with the Leader.
- 3.6.2 Leaders must be encouraged and enabled to carry out personal hygiene tasks themselves even if they do not attain the standard of cleanliness that PA's wish.

- 3.6.3 Leaders must be provided with any necessary alarm call systems, bathing hoists and other equipment, which will enable them to bathe whenever they choose to do so, following a risk assessment.
- 3.6.4 The privacy and dignity of Leaders must be respected at all times. Staff must not go into bathrooms or toilets without the Leader's permission. Personal hygiene tasks e.g. shaving and nail cutting should not be carried out in public areas.
- 3.6.5 PA's must ensure that the Leader's gender and cultural requirements are considered in relation to personal care. Any requirements must be discussed with the Leader.
- 3.6.6 PA's must be aware of and respond to the Leader's particular racial, cultural and religious requirements.

#### **LEGISLATION/REFERENCES/BIBLIOGRAPHY/OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in January 2020 by the DCIL Support & Development Team and Manager of DCIL.

### 3.7 Footwear, Clothing and Dressing

<b>Document Reference Number</b>	<b>3.7 Footwear, Clothing and Dressing</b> (Daily Life)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	Feb 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**DCIL recognises the need for dignity and individuality of each service user if they require assistance with dressing and choosing clothing.**

#### **PURPOSE:**

To provide assistance to Leaders with dressing, if required.

#### **SCOPE:**

This policy refers to all DCIL Personal Assistants employed working with Leaders within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

- 3.7.1 The privacy and dignity of Leaders must be respected at all times.
- 3.7.2 If service users require assistance or prompting to dress this must be carried out in private without other PA's or Leaders being present.
- 3.7.3 Where Leaders need assistance with their dressing, staff must always ask the service user what he/she would like to wear and not choose for the Leader.

**LEGISLATION/OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in January 2020 by the DCIL Support & Development Team and Manager of DCIL.

**REFERENCES/BIBLIOGRAPHY:**

Centre for Independent Living, Carmichael House, Dublin

## 4. STAFFING

### 4.0 Terms & Conditions of Employment

<b>Document Reference Number</b>	<b>4.0 Terms &amp; Conditions of Employment</b> (Staffing)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**The terms and conditions of employment must be recognized and understood by all DCIL Staff.**

#### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the terms and conditions of their employment with Donegal Centre for Independent Living.

#### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

4.0.1 All DCIL staff must read, understand and sign off to all terms and conditions of employment highlighted in the employee contract.

- 4.0.2 All DCIL staff must read and understand DCIL Policies and Procedures which are available on the DCIL website at [www.donegalcil.com](http://www.donegalcil.com) or available at DCIL reception upon request.
- 4.0.3 All DCIL staff must sign a declaration within their Terms of Condition of Employment that they have read, understand and agree to implement all DCIL policy and procedures.
- 4.0.4 All DCIL staff must read, understand and implement all Safeguarding Policies relevant to DCIL available on the DCIL website at [www.donegalcil.com](http://www.donegalcil.com) or available at DCIL reception upon request.
- 4.0.5 All DCIL staff must be aware that Terms and Conditions of employment are subject to change and are required to comply with all statutory regulations and adapted as considered necessary for business and safeguarding purposes.
- 4.0.6 All DCIL staff must be aware that all Policies and Procedures are subject to change and are required to comply with all statutory regulations and adapted as considered necessary for business and safeguarding purposes.
- 4.0.7 Details of any such changes or of substantial amendments to the terms of your employment will be notified to you as they occur and confirmed in writing at the earliest possible opportunity. In any event, all such changes will be notified to you within one month of occurring.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Acts 1994 - 2001

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.1 Probation Period

<b>Document Reference Number</b>	<b>4.1 Probation Period</b> (Staffing)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	January 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**The Probation Period of Employment with DCIL must be recognized and understood by all DCIL Staff.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of their Probation period of their employment with Donegal Centre for Independent Living.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 4.1.1 All appointments to DCIL will be subject to a probationary period, which is set out in your contract of employment.
- 4.1.2 The purpose of this initial period is to give both you and the organisation time to assess whether the position suits you and to review suitability the position suits you and to review suitability for longer-term employment.

- 4.1.3 Throughout your probationary period, every opportunity should be taken by both parties to resolve any problems relating to your job or the level of performance required by DCIL.
- 4.1.4 The end of the probationary period will be marked by a formal review conducted by your Management, with an interim review conducted in the middle of the probationary period.
- 4.1.5 The outcome of your probationary period will be confirmed in writing. DCIL reserves the right to extend the probationary period if it is considered appropriate.
- 4.1.6 Employees may be dismissed without notice during their probationary period for proven gross misconduct, as per the terms of the Disciplinary Policy.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Act 1994 - 2001

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.2 Community Employment

<b>Document Reference Number</b>	<b>4.2 Community Employment</b> (Staffing)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL avails of the Community Employment Scheme (FAS) to fulfill a number of positions within the organisation.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the eligibility of the Community Employment Scheme (FAS).

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 4.2.1 Persons who have been on Social Welfare benefits for one year are eligible to apply for Personal Assistant work under the community employment scheme.
- 4.2.2 Employees who are on the community employment scheme are DCIL employees for the duration of the scheme and must adhere to DCIL Policy and Procedures, along with the Terms and Conditions outlined in their contract of employment.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

### 4.3 Equal Opportunities

<b>Document Reference Number</b>	<b>4.3 Equal Opportunities</b> (Staffing)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is fully committed to Equal Opportunities for all.**

#### **PURPOSE:**

To ensure that all DCIL staff has a clear understanding of policies and procedures attached to Equal Opportunities.

#### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

4.3.1 DCIL is fully committed to ensuring equality of access in both the provision of services within the community as well as in respect of all its employment policies and procedures and will not discriminate on any of the following grounds:

- Gender
- Marital Status
- Family Status

- Sexual Orientation
- Religion
- Age
- Race
- Membership of the Travelling Community
- Disability.

4.3.2 Equal treatment will be afforded in all aspects of employment including selection, training and development and terms and conditions of employment.

4.3.3 DCIL will take all appropriate and reasonable measures to enable disabled persons:

- To have access to employment;
- To participate or advance in employment; and
- To undergo relevant training.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Equality Act 2004

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.4 Training & Development

<b>Document Reference Number</b>	<b>4.4 Training &amp; Development</b> (Staffing)		
<b>Document developed by</b>	DCIL Manager & Support Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that All DCIL Staff actively participate in Training and Development of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of responsibilities with regard to Training and Development of the DCIL Service.

### **Auxiliary care:**

For the purpose of this document this term refers to additional support needs such Tracheostomy Care, Peg care, Urinary Catheterisation & Catheter care, Nebuliser training, Buccal Midazolam, Bowel Management.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

## **PROCEDURE:**

- 4.4.1 DCIL is committed to providing and supporting relevant training and development activities for its employees.
- 4.4.2 All training programs that are mandatory are provided by DCIL and including;
- People Moving & handling Training.
  - Cardiac First Response First Aid Training.
  - Philosophy of Independent Living Training.
- 4.4.3 All DCIL Personal Assistants will be required to cooperate with DCIL in renewing and updating their relevant mandatory training.
- 4.4.4 All DCIL Personal Assistants will be advised 90 days in advance of their Mandatory Training needing renewing and made aware of the subsequent upcoming training dates.
- 4.4.5 DCIL Personal Assistants who do not have up to date Mandatory Training will not be permitted to participate in their roles as DCIL Personal Assistants until renewal is completed.
- 4.4.6 Additional training requirements may be agreed with employees subject to needs of role, availability of funding and ability to accommodate within service.
- 4.4.7. All staff are required to advise the DCIL Care coordinator or Manager if they feel that they do not have the appropriate training to meet the assistance needs of the Leader or if their training needs require reevaluating to meet the changing needs of the leader.
- 4.4.8 It is necessary for all Staff to have a clear understanding of the Philosophy of Independent Living and participate in all DCIL programmes that relating to this i.e. Philosophy of Independent Living.
- 4.4.9 All staff are encouraged to contribute, where possible, to any future developmental activities which work towards better service provision within DCIL; e.g. Fund raising activities, etc.

## **Provision of Auxiliary Care and Relevant Training**

- 4.5.0 In the event that a Leader requires additional auxiliary support to meet their assisted needs, this can be accommodated by DCIL following agreement with the Leader, the HSE, and/or other referring organisation and the DCIL Service Manager,
- 4.5.1 In the event that the Leader requires additional auxiliary support to meet their care needs, the Personal Assistant should refer the matter to the Service Manager who will advise them on how they will continue to support the Leader and, where appropriate, arrange the relevant training.
- 4.5.2 The provision of Auxiliary tasks will be assessed on an individual referral basis and subject to an agreement with the referring agency on the relevant funding and the nature of the appropriate training.
- 4.5.3 DCIL are fully aware of their responsibility to ensure that all insurance and governance required are in place to accommodate all auxiliary tasks carried out by DCIL's Personal Assistants.
- 4.5.4 At no time should the Personal Assistant provide any auxiliary care services without the appropriate training. In the event that a Personal Assistant is required by a Leader or visiting professional to perform an auxiliary task, they should inform the Leader or visiting professional that they do not have the appropriate training to perform such duty. The matter should then be referred to the Service Manager who will arrange the relevant training, if appropriate, and with the consent of the HSE or referring organisation.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Act 1994 - 2001

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.5 Vehicle requirement & Driving License

<b>Document Reference Number</b>	<b>4.5 Vehicle requirement &amp; Driving License</b> (Staffing)		
<b>Document developed by</b>	DCIL Manger & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Vehicle and Driving License Policy of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Vehicle requirement and Driving License Policy of the DCIL Service.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.6.1 Most positions within DCIL require that the employee has a valid driving license and that they have the use of a vehicle to enable them to drive. It is their responsibility to notify their insurer of the requirement to use their car for business purposes. Any claims arising must be dealt with under the employees own insurance policy and will not be covered or indemnified by DCIL in any form.

- 4.6.2 In the event that there is an increase in the Insurance Premium as a result of the required business insurance, this additional cost will not be met DCIL.
- 4.6.3 DCIL Personal Assistants who use their vehicle for work purposes must also ensure their car is in a roadworthy condition and satisfies requirements under the Road Traffic Act e.g. Current Tax/Insurance and NCT on your vehicle.
- 4.6.4 All DCIL Personal Assistants who use their vehicle for work purposes are required to sign a declaration to acknowledge their understanding of the responsibilities they have if they intend to use their vehicle for work purposes.(See attached 4.7.1)
- 4.6.5 Employees are obliged to advise DCIL if the status of their driving license changes during their course of employment. If you commit a driving offence or receive any endorsement on your licence you must report it to your manager within two weeks of it taking place. Penalty points in excess of 4 may effect your position.
- 4.6.6 If you lose your licence, the organisation may terminate your employment. Before taking any decision to dismiss, the organisation will discuss the matter with you to allow you to make suggestions as to how the job could be carried out while your licence is suspended. In respect of travel requirements, all alternative methods of transport or arrangements will be considered in the event that employees do not have use of a vehicle or hold a driving license, subject to the requirements of the role continuing to be met.
- 4.6.7 If a Leader requires a PA to use their vehicle, it is the responsibility of the Leader to ensure that the PA is named on their policy and that the PA has a valid driving license
- 4.6.8 If a Leader requires a PA to use their vehicle, the PA must seek clarification that they are named on the Leaders policy or that they are insured to drive the car.
- 4.6.9 Only DCIL staff members/employees are permitted to drive the DCIL wheelchair accessible vehicle
- 4.6.10 Drivers availing of the use of the DCIL wheelchair accessible vehicle must hold a full driving license and have reached their 26<sup>th</sup> birthday but not past their 70<sup>th</sup> birthday. DCIL will require a copy of a valid license before use of the vehicle will be permitted.

4.6.11 All drivers availing of the use of the DCIL wheelchair accessible vehicle must complete the Journey Log Book before and after each journey. The information compiled will then be confirmed by DCIL reception staff.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

Road Traffic Act 2006

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.5.1 DCIL wheelchair accessible vehicle

### DONEGAL CENTRE FOR INDEPENDENT LIVING

Ballymacool House, Ballymacool, Letterkenny. Co Donegal.

 074 9128945. Email; [dcil@donegalcil.com](mailto:dcil@donegalcil.com) [www.donegalcil.com](http://www.donegalcil.com)

---

All Personal Assistants must sign and return this document to ensure they are aware of the Driving for Work Policy within Donegal CIL.

#### **Driving for work purposes**

There are particular positions within the organisation which require the holder to drive, and therefore to hold a current drivers licence. Your position as a Personal Assistant is such a job. Therefore it is a condition of your employment that you hold a current driver's licence.

If you lose your licence, the organisation may terminate your employment. Before taking any decision to dismiss, the organisation will discuss the matter with you to allow you to make suggestions as to how the job could be carried out while your licence is suspended. If you commit a driving offence or receive any endorsement on your licence you must report it to your manager within two weeks of it taking place. Penalty points in excess of 4 may effect your position.

It is your responsibility to notify your insurer of the requirement to use your car for business purposes. You must also ensure your car is in a roadworthy condition and satisfies requirements under the Road Traffic Act eg., Current Tax/Insurance and NCT on your vehicle

If an employee is required to use a Leader's car, the employee should ensure that they are a named driver on their insurance.

---

SIGNED BY THE EMPLOYEE

---

DATE

---

*Chairperson: Roisin Kavanagh ; Secretary: Cath Waugh; Treasurer: Martin Mc Intyre*

## 4.6 Safe Driving

<b>Document Reference Number</b>	<b>4.6 Safe Driving</b> (Staffing)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Safe Driving Policy of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Safe Driving Policy of the DCIL Service.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 4.7.1 This policy defines the conditions with which employees must agree prior to using their own vehicle for driving on DCIL business.
- 4.7.2 DCIL accepts no liability or responsibility for any accidents or incidents where an employee is involved while travelling on company business.

- 4.7.3 Permission to use your own car on DCIL business must first be obtained from your line manager.
- 4.7.4 In the event of using your own private car on DCIL business, expenses will be reimbursed at the appropriate mileage allowance rate, details of which are held in the Company's Expense Instruction (Policy), which can be obtained by the manager.
- 4.7.5 **Vehicle** - When required by DCIL to use your vehicle for company business, you are personally responsible to ensure that:
- Your vehicle is fully insured, including use for such business purposes.
  - You have an up to date TAX and Vehicle Test Certificates (NCT) as per legal requirements.
  - Your car has been fully maintained and is in roadworthy condition.
  - Your vehicle is not overloaded with materials.
  - You follow the rules of the road, driving regulations and speed limits at all times.
  - You have a driver's license which legally permits you to drive and you do not exceed the maximum number of penalty points (currently 12).
- 4.7.6 When travelling significant distances, or over a number of days, maximum use must be made of public transport, wherever feasible, in order to reduce tiredness and stress associated with driving long distances.
- 4.7.7 **Mobile Phones** - In accordance with Government regulations, the use of mobile phones are not permitted while driving. They are wholly responsible to ensure that:
- You do not have your mobile phone switched on whilst driving, unless placed in fixed in-car hands free set. Mobile phones which are not fixed in car hands free kit should either be switched off, or have calls diverted to voicemail or the office.
  - You do not carry mobile phone on your person whilst driving, unless it is switched off.
  - Should you need to make or receive a phone call, you park your car prior to activating your handset.
  - You are required by DCIL to abide by these details of this policy whilst driving on company business.
  - The company accepts no liability or responsibility for any accidents or incidents in which an employee is involved while travelling on company business.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

Road Traffic Act 2006

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.7 Hours of work & Rest Breaks

<b>Document Reference Number</b>	<b>4.7 Hours of work &amp; Rest Breaks</b> (Staffing)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Hours of work and rest Breaks Policy of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Hours of work and Rest Breaks Policy of the DCIL Service.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 4.8.1 Your hours of work, rest breaks and lunch arrangements will be outlined in your contract of employment and will vary according to position.
- 4.8.2 Rest breaks will be granted in accordance with The Working Time Act 1997, this being subject to the hours worked.

- 4.8.3 There is a need for all employees to be flexible with regard to working hours and to be available from time to time for work outside of normal working hours and for additional hours, to provide cover and meet the needs of the organisation and its service users.
- 4.8.4 Personal Assistants will have their actual working pattern agreed by their Leader within the overall number of hours that has been allocated and working pattern may change according to needs.
- 4.8.5 Subject to advance authorisation from the Management, time off in lieu (TOIL) may be granted for any essential additional hours worked above standard agreed hours.
- 4.8.6 TOIL must be used within a four week period of being accrued or it will be lost.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Organization of Working Time Act 1997

Terms of Employment Acts 1994 & 2001

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.8 Time Keeping

<b>Document Reference Number</b>	<b>4.8 Time Keeping</b> (Staffing)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Importance of Time keeping of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the importance of Time Keeping.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 4.9.1 All employees are expected to attend work regularly on time as per their agreed working hours.
- 4.9.2 Poor time keeping is not acceptable and will be reviewed under the disciplinary policy as appropriate.

4.9.3 If you are late for work or absent from work for any reason that has not been authorised, you must contact your Leader first and Management at the earliest possible opportunity.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Acts 1994 & 2001

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of the DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.9 Lay off, Short time and Redundancy

<b>Document Reference Number</b>	<b>4.9 Lay off, Short time and Redundancy</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	Jan 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Lay off, Short time and Redundancy Policy of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Lay Off, Short Time and Redundancy Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.10.1 DCIL reserves the right to lay their employees off from work or reduce their working hours where, through circumstances beyond its control, it is unable to retain employment or maintain full time employment for their staff.

- 4.10.2 Employees will receive as much notice as is reasonably possible prior to such lay off or short time. Employees will be paid for hours actually worked during periods of short time. They may not be paid during any lay-off period.
- 4.10.3 A typical situation that may give rise to a temporary lay off is when a Leader may need to go into respite or attend for extended medical care.
- 4.10.4 Where possible in this situation, PAs are required to arrange annual leave at the same time. If this is not possible, they may be assigned to undertake other duties as required.
- 4.10.5 DCIL also reserves the right to require PAs who are paid for temporary periods when their Leader is absent, to work up any such hours, either in advance of or after the absence of their Leader.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Employment Equality Acts 1998 & 2004

Terms of Employment Act 1994 & 2001

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in February 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.10 Notice Periods

<b>Document Reference Number</b>	<b>4.10 Notice Periods</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	February 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Notice Periods of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of Notice Periods.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.11.1 The notice period employees are required to give DCIL if they wish to terminate their employment or that DCIL will give them in the event of termination is outlined in their contract of employment.

4.11.2 In all cases, DCIL will comply with their requirements under the Minimum Notice & Terms of Employments Acts as follows:

<u>Completed Service</u>	<u>Notice</u>
Up to 2 years	1 week
2 Years - 5 Years	2 weeks
5 Years - 10 Years	4 weeks
10 Years - 15 Years	6 weeks
15 Years +	8 weeks

4.11.3 DCIL may terminate your employment without notice in the event of proven gross misconduct on your part. Please refer to the disciplinary policy for more information in this regard.

4.11.4 DCIL reserves the right to require you not to work your notice and to pay notice in lieu.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Minimum Notice and Terms of Employments Acts 1973 - 2001

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in February 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.11 Pay Roll

<b>Document Reference Number</b>	<b>4.11 Pay Roll</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	February 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Pay Roll Policy of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Pay Roll Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.12.1 Wages are paid monthly in arrears by direct transfer to bank accounts. Payment is subject to receipt of a signed time sheet before cut off date. Time sheets must show details of all hours worked in each monthly period.

4.12.2 Payment will be delayed if correctly authorised time sheets are not submitted on time. PAs must ensure that their Leader signs their time sheet each month. Late receipt of time sheets may result in a delay in payment until the next pay cycle.

- 4.12.3 Pay slips are issued every month for the previous four weeks. If you require your pay slip to be issued on a more frequent basis, please contact the Finance Administrator.
- 4.12.4 It is your responsibility to check your pay slips carefully to ensure your tax and salary details are correct. Any queries or problems should be notified to the Finance Administrator immediately.
- 4.12.5 Individual tax credits are determined by the Revenue Commissioners. You are therefore responsible for informing the Revenue of any changes in your circumstances that may affect your liability for tax.
- 4.12.6 DCIL reserves the right to deduct from your salary any overpayment in salary or any repayments in respect of holidays or any other sums owed by you to the organisation.
- 4.12.7 You will be informed in writing in advance of any regular or single deductions to be made, in line with the Payment of Wages Act 1991.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Payment of Wages Act 1991

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in February 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.12 Expenses

<b>Document Reference Number</b>	<b>4.12 Expenses</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	February 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Expenses Policy of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Expenses Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.13.1 DCIL will reimburse employees for necessary and reasonable expenses incurred in the course of carrying out their duties as per guidelines and rates in place at any time. Any expense that is expected to exceed 100 Euro will require prior agreement with DCIL Manager

4.13.2 Relevant details are available from the Finance Administrator. All expense claims must be submitted in a timely manner with supporting receipts against all claims.

4.13.3 DCIL will not pay expenses claims that do not adhere to these guidelines.

4.13.4 Leaders are responsible for reimbursing P.A's for all reasonable out of pocket expenses incurred in the course of carrying out their role including mileage at the appropriate rate for all travel in the Employee own vehicle. Where possible agreement should be reached between the Leader and the P.A. prior to any expenses being incurred.

4.13.5 Mileage may not be claimed in respect of the journey to and from home to place of work.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Payment of Wages Act 1991

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in February 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.13 Payment for Unsocial Hours

<b>Document Reference Number</b>	<b>4.13 Payment for Unsocial Hours</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	February 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Payment for unsocial Hours of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Payment for unsocial hours Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.14.1 A premium is paid to Personal Assistants only for working essential non standard hours as agreed by DCIL.

4.14.2 Hours worked outside of standard working hours must always be agreed upon in advance with Management.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

Payment of Wages Act 1991

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in February 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.14 PRSA Scheme

<b>Document Reference Number</b>	<b>4.14 PRSA Scheme</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	February 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the PRSA Scheme of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the PRSA Scheme Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.15.1 DCIL will facilitate access to a Personal Retirement Savings Account (PRSA) with Bank of Ireland, for all its employees.

4.15.2 Contributions are at the discretion of the individual employee and there are no contributions made by the DCIL.

4.15.3 Please contact the DCIL Finance Administrator for more information.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Pensions Act 2002

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in February 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.15 Sick Pay Scheme

<b>Document Reference Number</b>	<b>4.15 Sick Pay Scheme</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	February 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Sick Pay Scheme of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Sick Pay Scheme Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.16.1 Your entitlement to paid sick leave is set out in your contract of employment. Payment for periods of absence due to illness is subject to meeting requirements.

4.16.2 (Part time employees will normally accrue their leave entitlement as 2% of actual hours worked from 1<sup>st</sup> January – 31<sup>st</sup> December each year).

4.16.3 With regard to reporting illness and the timely submission of certificates. Please see section 4.3 for further information.

4.16.4 Employees who are entitled to claim illness benefit in respect of absence due to illness of 3 days or more and who are in receipt of sick pay for the same period must ensure that benefit cheques are claimed and submitted to the DCIL Finance Administrator.

4.16.5 DCIL reserves the right not to make payments in respect of absence due to illness in the event of any abuse of the sick pay scheme.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Act 1994 - 2001

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in February 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.16 Public Holidays

<b>Document Reference Number</b>	<b>4.16 Public Holidays</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	February 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Public Holidays Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Public Holidays Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.17.1 Entitlement to public holidays will be dealt with as per the Organisation of Working Time Act 1997. There are nine official public holidays as follows:

- 1<sup>st</sup> January
- St Patrick's Day
- Easter Monday

- 1<sup>st</sup> Monday in May
- 1<sup>st</sup> Monday in June
- 1<sup>st</sup> Monday in August
- Last Monday in October
- Christmas Day
- St Stephen's Day

4.17.2 Full - time employees are normally entitled to paid time off for public holidays.

4.17.3 Part time employees will be entitled to the benefit of a public holiday provided they have worked 40 hours in the 5 weeks proceeding the public holiday.

4.17.4 The level of payment is determined by whether the public holiday falls on a day that the employee was normally rostered to work.

4.17.5 Part time employees, who are normally rostered to work on a public holiday, are normally entitled to a paid day off on the public holiday.

4.17.6 Part time employees who are not normally rostered to work on a public holiday are entitled to 1/5 of their normal weekly pay.

4.17.7 You may be required to work on public holidays and paid a premium only if agreed by DCIL.

4.17.8 Entitlement to public holidays that fall during periods of maternity leave, adoptive leave, parental leave or during other periods of statutory leave are retained and may be taken in lieu at the end of the period of leave.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Organisation of the Working Time Act 1997

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in February 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.17 Absence due to Illness

<b>Document Reference Number</b>	<b>4.17 Absence due to Illness</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Absence due to Illness Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Absence due to Illness Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.18.1 If employees are absent from work due to illness, they must contact the Management and their Leader at the earliest possible opportunity on the first day of absence, giving the reason for the absence and an indication of when they expect to return to work.

4.18.2 During a period of absence, employees must maintain contact with the Management at least on a weekly basis.

- 4.18.3 If employees do not make contact, their Line Manager will contact them directly. DCIL may also conduct a home visit with their employees to review their absence.
- 4.18.4 Unauthorised absences from work may be deemed as gross misconduct and may lead to dismissal.
- 4.18.5 Medical or social welfare certificates must be supplied in respect of absences of more than two days and thereafter on a weekly basis.
- 4.18.6 DCIL reserves the right to request employees to undergo an independent medical examination at any time, either in respect of regular short term absences or a period of long term absence.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Act 1994 - 2001

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.18 Annual Leave

<b>Document Reference Number</b>	<b>4.18 Annual Leave</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Arch</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Annual Leave Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Annual Leave Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.19.1 The granting of annual leave is governed by the Organisation of Working Time Act, 1997. Your leave entitlement and leave arrangements will be determined according to the number of hours worked and are outlined in your contract of employment.

4.19.2 The leave year runs from 1<sup>st</sup> January – 31<sup>st</sup> December each year and employees are expected to take their annual leave entitlement within the relevant leave year. Annual

leave entitlement cannot be carried forward into the next leave year, unless in exceptional circumstances and with prior agreement. No payments will be made in lieu of taking annual leave.

- 4.19.3 Part time employees will normally accrue their leave entitlement as 8% of actual hours worked, subject to a maximum of 4 working weeks per annum.
- 4.19.4 Annual leave must always be requested as far as possible in advance using the Leave Request Form.
- 4.19.5 Employees are required to request leave a minimum 21 days in advance. The leave request form must then be submitted to the Finance Administrator.
- 4.19.6 Employee are also required to arrange leave according to their Leader's schedule, in so far as possible, taking into account their own need for rest and relaxation.
- 4.19.7 Annual leave does not normally accrue during periods of sick leave or other absences from work except in respect of absences due to a statutory leave entitlement.
- 4.19.8 On leaving DCIL, any unused annual leave that has been accrued will be paid in your final salary payment. If leave in excess of what has been accrued has been taken at the time of leaving the company, the excess taken will be deducted from your final salary payment.
- 4.19.9 In accordance with the Organisation of Working Time Act 1997, a day of annual leave on which an employee is certified sick cannot be regarded as a day of annual leave.
- 4.19.10 If you fall sick whilst on annual leave you should contact your Management on the first day that you fall ill and submit a medical certificate for the period in question, on your first day back at work. The relevant period will not be classified as leave, subject to meeting these requirements.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Act 1994 - 2001

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

**REFERENCES/BIBLIOGRAPHY:**

Centre for Independent Living, Carmichael House, Dublin

## 4.19 Statutory Leave

<b>Document Reference Number</b>	<b>4.19 Statutory Leave</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Statutory Leave Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Statutory Leave Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.20.1 You may be entitled to leave other than for holidays, as provided for under various legislation that are in place etc., Carers Leave, Maternity Leave, Parental Leave for example.

4.20.2 DCIL will comply fully with all its statutory obligations in respect of such leave entitlements.

4.20.3 Please contact the Management/HR if you require further information about any leave entitlements.

4.20.4 Relevant information and evidence in respect of entitlement to leave may be requested by DCIL where appropriate

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Act 1994 - 2001

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.20 Parental Leave

<b>Document Reference Number</b>	<b>4.20 Parental Leave</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Parental Leave Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Parental Leave Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 4.21.1 Eligible employees are entitled to 14 weeks unpaid leave to take care of their children, if they have completed one year's service with DCIL.
- 4.21.2 Entitlement is per child, up until they have reached their 8<sup>th</sup> birthday or their 16<sup>th</sup> birthday in the case of a child who is disabled.
- 4.21.3 In the case of an adopted child, if the child is under 3 years at the time of adoption, the leave must be taken before the child reaches 8 years of age.

- 4.21.4 If the child is aged between 3 and 8 years at the time of adoption, the leave must be taken within 2 years of the adoption order.
- 4.21.5 Parental leave must be applied for in writing at least 6 weeks in advance. However, as much notification as possible would be appreciated in order that appropriate planning can take place.
- 4.21.6 Parental leave may be taken in one block of 14 weeks or blocks of at least 6 weeks. Any other arrangement in respect of the leave must be agreed with the Management DCIL.
- 4.21.7 Parental leave may be postponed by DCIL for up to 6 months due to urgent business needs.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Parental Leave Acts 1998 & 2006

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.21 Force Majeure Leave

<b>Document Reference Number</b>	<b>4.21 Force Majeure Leave</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Force Majeure Leave Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Force Majeure Leave Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.22.1 Employees may be entitled to limited paid Force Majeure leave to deal with the **serious and unexpected** injury or illness of an immediate family member or person that relies on them in a position of domestic dependency, when the employee's presence is **absolutely necessary**.

4.22.2 The amount of force majeure leave that may be granted is limited to three days in a twelve-month period or 5 days total in a thirty-six month period.

4.22.3 Absence for part of a day is counted as one day of force majeure leave.

4.22.4 If it is necessary to be absent in this type of family emergency situation, you must contact your Management as soon as is reasonably practical and inform them what is happening.

4.22.5 You must then apply for force majeure leave in writing on your return to work. An immediate family member is:

- Child
- Spouse or partner with whom you are living
- Brother or Sister
- Parent/Grandparent
- A person to whom the employee is in loco parentis
- A person who resides with employee in relationship of domestic dependency.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Act 1994 - 2001

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.22 Maternity Leave

<b>Document Reference Number</b>	<b>4.22 Maternity Leave</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Maternity Leave Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Maternity Leave Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.23.1 All pregnant female employees are entitled to take 26 weeks maternity leave plus an additional 16 weeks unpaid leave provided they give at least 4 weeks notice of their intention to take maternity leave and additional maternity leave.

4.23.2 At least 2 weeks must be taken before the baby is born and at least 4 weeks afterwards.

- 4.23.3 Employees will not be paid directly by DCIL during periods of maternity leave and should claim maternity benefit directly from the Department of Social Welfare.
- 4.23.4 Pregnant employees are entitled to necessary paid time off work to attend medical or related antenatal or post-natal appointments.
- 4.23.5 An employee must give written notification of each appointment and produce evidence of the appointment schedule.
- 4.23.6 An employee is also entitled to paid time off work to attend one set of antenatal classes (other than the last three classes).
- 4.23.7 An expectant father is also entitled to take paid time off to attend the last two antenatal classes before the birth (once only).
- 4.23.8 For up to 26 weeks after the birth, a breastfeeding mother is entitled to, without loss of pay, to either a one-hour break, where suitable facilities are available in the workplace or to a reduction in working hours.
- 4.23.9 Employees must give 4 weeks notice in writing of their intention to return to work.
- 4.23.10 Fathers may also be entitled to leave if the mother of their child dies whilst on maternity leave.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Maternity Protection Acts 1994 & 2004

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.23 Adoption Leave

<b>Document Reference Number</b>	<b>4.23 Adoption Leave</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Adoption Leave Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Adoption Leave Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.24.1 The Adoptive Leave Acts 1995 – 2005 provide for a statutory right to 24 weeks unpaid adoptive leave plus an additional 16 weeks unpaid leave to be taken immediately after the period of adoptive leave.

4.24.2 This right applies to all adopting female employees and in certain circumstances to male adoptive employees.

4.24.3 Employees are required to comply with a minimum notification requirement of at least 4 weeks notice in respect of both adoptive leave and additional adoptive leave.

4.24.4 Time off will be granted for necessary pre-adoption visits.

4.24.5 Employees will not be paid directly by DCIL during periods of adoptive leave and Employees who satisfy the relevant PRSI conditions may be entitled to claim Adoptive Benefit from the Department of Social Welfare for the period of their leave.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Adoption Leave Acts 1995 & 2005

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.24 Carer's Leave

<b>Document Reference Number</b>	<b>4.24 Carer's Leave</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Carer's Leave Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff has a clear understanding of the Carer's Leave Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.25.1 Employees who have completed one year continuous service with DCIL may be entitled to up to 104 weeks unpaid carers leave, to care for a person who is deemed by the Department of Social & Family Affairs to be in need of continual supervision and frequent assistance throughout the day in connection with normal bodily functions or needs continual supervision in order to avoid danger to themselves.

4.25.2 The minimum block of leave that may be taken at any one time is 13 weeks.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Carers Leave Act 2001 & 2006

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.25 Compassionate Leave

<b>Document Reference Number</b>	<b>4.25 Compassionate Leave</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Compassionate Leave Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Compassionate Leave Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.26.1 Employees may be entitled to up to three days paid leave in respect of the bereavement of a close family member.

4.26.2 This would normally include spouses/partners, parents, children, siblings, or grandparents.

4.26.3 Consideration may be given to other family members or close relationships on their own merits.

4.26.4 Requests for compassionate leave should be made to the Management.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Parental Leave Act 1998 & 2006

Terms of Employments Acts 1994 & 2001

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.26 Jury Service Leave

<b>Document Reference Number</b>	<b>4.26 Jury Service Leave</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Jury Service Leave Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Jury Service Leave Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.27.1 Employees are entitled to paid leave for jury service that they are required to attend.

4.27.2 Proof of request to attend should be submitted to the Management as soon as received.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Jurys Act 1976

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.27 Special Leave

<b>Document Reference Number</b>	<b>4.27 Special Leave</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Special Leave Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Special Leave Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.28.1 DCIL will consider requests for unpaid leave for other reasons, subject to the particular circumstances and to business needs continuing to be met.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Act 1994 - 2001

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.28 Grievance Policy

<b>Document Reference Number</b>	<b>4.28 Grievance Policy</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Grievance Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Grievance Leave Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

4.29.1 It is recognised that grievances may arise in the normal course of employment and the Board and management of DCIL are fully committed to ensuring that any such issues that arise can be discussed openly and dealt with satisfactorily and promptly.

4.29.2 This policy provides a mechanism for all employees to raise a grievance relating to any aspect of their employment. This may be about your job, your working conditions, training etc.

- 4.29.3 Generally, if issues are raised at the earliest possible stage, it is the best way to resolve them.
- 4.29.4 All employees are encouraged to raise issues informally in the normal course of their work with their immediate Line Manager.
- 4.29.5 Employees should raise relevant issues with their Leader. If the grievance relates to a more general issue outside of the control of the Leader, it may be raised with Management.
- 4.29.6 When a problem or issue arises that cannot be dealt with informally, the formal grievance procedure may be invoked.
- 4.29.7 All grievances will be dealt with in a confidential manner and no employee will be penalised for raising a grievance in good faith.
- 4.29.8 **Time Frames** - DCIL will Endeavour to ensure that formal grievances are normally heard within 10 working days of being received and that decisions are communicated within 5 working days of being heard. Where it is not possible to operate within these time frames, an alternative time frame will be agreed.
- 4.29.9 **Right to be Accompanied** - A representative may accompany an employee at any formal grievance meetings that are held. It will be necessary to confirm details of who is accompanying you in advance of any meeting.
- 4.29.10 **Records** - All meetings and outcomes will be documented and a copy given to you. A copy will be placed on your personnel file.
- 4.29.11 **Informal Procedure** - As stated above, you are always encouraged to bring matters to the attention of your Management at the earliest possible stage informally. This should be done as issues arise and is normally the most effective way to resolve matters speedily.
- 4.29.12 **Formal Procedure - Stage 1** - If you are not happy with the response received through the informal stage or you wish to raise a grievance formally in the first instance, you should raise the issue in writing with the Management. This should clearly set out the nature of the grievance and make it clear that the formal grievance procedure is being invoked. If the grievance concerns the Management and you do not wish to discuss it with them directly, you may raise it with the Board of Directors. A meeting will be arranged with you to discuss the grievance. If necessary, more than

one meeting will be held. A decision on the grievance will be confirmed in writing within 5 working days of the grievance meeting being held.

4.29.13 **Appeal – Stage 2** -If you are not happy with the outcome after stage 1 of the process, you may appeal the decision in writing within 5 working days to the Chairperson of the Board. Members of the Board not previously involved in the grievance may hear the appeal or suitable external personnel. An appeal will where possible be held within 10 working days of being received. The decision at this stage will be final.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Grievance Procedures of HSE

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 4.29 Disciplinary Policy

<b>Document Reference Number</b>	<b>4.29 Disciplinary Policy</b> (Staffing)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Disciplinary Policy of the DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Disciplinary Leave Policy.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

This policy is intended to encourage and support all employees of DCIL to achieve and maintain high standards of performance, attendance and conduct as well as to establish a fair and consistent process, should it be necessary to initiate disciplinary action in respect of any shortcomings. **This policy applies generally to all employees of DCIL who are not on probation. Employees who are on probation should refer to Section 2.12 on the probationary period. However, all employees may be dismissed without notice if found guilty of gross misconduct.**

- 4.30.1 **Informal Procedure** - The achievement of required standards of conduct, attendance and performance does not necessarily require the use of formal procedures and when appropriate, informal measures or counselling will be used to address shortcomings that arise, before instigating the formal process.
- 4.30.2 **Formal Disciplinary Procedure** - If it is considered necessary to instigate the use of the formal procedure when the informal process has not resulted in the required improvement or the issue in the first instance is more serious, the formal procedure will be applied.
- 4.30.3 Investigations and disciplinary meetings will normally be carried out by the DCIL Management. In any situation where it is inappropriate for the Management to conduct meetings, a member of the Board of Directors or a suitable third party may be used.
- 4.30.4 Employees may be represented at all stages of the disciplinary procedure and at all meetings.
- 4.30.5 **Investigations** - When a potential disciplinary matter arises, it will be investigated fully and the facts established before any action is taken. You will be informed of the reasons for the investigation and that disciplinary action may result. You will have the opportunity to state your case.
- 4.30.6 An investigation may involve taking witness statements. Full confidentiality will be maintained.
- 4.30.7 **Suspension** - In certain circumstances you may be suspended on full pay whilst a disciplinary matter is being investigated. This is to ensure that a full and effective review can take place.
- 4.30.8 **Disciplinary Meetings** - If it is considered appropriate to hold a disciplinary meeting after an investigation has taken place, you will be notified in writing that you are required to attend a disciplinary meeting and what the nature of the matter is. No disciplinary action will be taken until a meeting has been held to review fully all relevant facts and you have had an opportunity to state your case. You will be advised that disciplinary action may result.
- 4.30.9 **Right to be accompanied** - A colleague, friend or union representative may accompany you at any formal investigation disciplinary meetings or appeal meetings that may be held. It will be necessary to confirm details of who is accompanying you in advance of a meeting.
- 4.30.10 **Records** - All meetings and outcomes will be documented and a copy given to you. Copies will be placed on your personnel file.
- 4.30.11 **Disciplinary Action** - Following the conclusion of a disciplinary meeting, an adjournment will take place and all facts and evidence will be reviewed fully. If it is decided to impose disciplinary action, it will be confirmed in writing within 5

working days after the disciplinary meeting. This confirmation will include the following:

4.30.12 **Details:**

- The nature of the misconduct/issue;
- What improvement is expected;
- That action may be taken at the next stage of the process if the required improvement is not achieved;
- That you may appeal the decision; and
- The time frame that the disciplinary decision will be valid for.

4.30.15A copy of the disciplinary decision will be placed on your personnel file.

4.30.16**Appeals** - Any disciplinary action imposed may be appealed within 5 working days of the receipt of a disciplinary decision. Appeals should be in writing to the Chairperson of the Board and should outline the reason for the appeal. At least two members of the Board or suitably qualified independent persons who have had no previous involvement in the case will be appointed to hear the appeal and review the decision. Appeals will normally be held within 10 working days of the receipt of an appeal and decisions will be confirmed in writing within 5 working days of the appeal hearing. The appeal decision is final.

4.30.17**Time Frames** - The above time frames in respect of the disciplinary procedure will be adhered to in so far as reasonably practical. Where it is not possible to do so for any reason, you will be informed and alternative time frames agreed.

4.30.19**Disciplinary Stages** - The following stages are available under this disciplinary policy. Whilst disciplinary action is normally progressive, this procedure may be invoked at any stage depending on the seriousness of the issue or where there are occurrences of different minor breaches of standards.

4.30.18**Stage 1 – Formal Verbal Warning** - If a minor breach has occurred and conduct, attendance or job performance is not meeting acceptable standards, you will be issued with a formal verbal warning. This will be in writing and will normally be disregarded after 6 months subject to satisfactory conduct, attendance or job performance as appropriate.

4.30.19**Stage 2 – First Written Warning** - If the matter is more serious or the required improvement has not been achieved after Stage 1, a first written warning will be

issued. This will be disregarded for disciplinary purposes after 12 months subject to satisfactory conduct, attendance or job performance as appropriate.

**4.30.20 Stage 3 – Final Written Warning** - If your conduct, attendance or job performance is still unsatisfactory or the misconduct is sufficiently serious in the first instance, a final written warning will be issued. This will inform you that dismissal may be an outcome at the next and final stage of the process. A final written warning will be disregarded for disciplinary purposes after 18 months subject to satisfactory conduct, attendance or job performance as appropriate.

**4.30.21 Stage 4 – Dismissal with Notice** - If your conduct, attendance or job performance is still unsatisfactory or the misconduct is sufficiently serious in the first instance, dismissal will normally result. You will be provided with the reasons for dismissal, the date of termination and your right to appeal. Notwithstanding that an appeal may be lodged, the dismissal will still take effect. Should the appeal be successful, you will be reinstated and there will be no break in service.

**4.30.22 Dismissal without Notice - Gross Misconduct** - If you are found guilty of gross misconduct following a full disciplinary investigation and meeting, you may be dismissed summarily. This means you will be dismissed without notice. Examples of gross misconduct include, but are not limited to:

- Theft, fraud or deliberate falsification of company records;
- Physical violence, actual or threatened;
- Bullying, harassment or discrimination on any grounds;
- Serious breaches of health and safety rules;
- Unauthorised absence;
- Disclosure of confidential information;
- Serious or repeated acts of negligence in the performance of your duties;
- Providing false or misleading information to the company;
- Serious acts of insubordination;
- Misuse of internet and email facilities;
- Misuse, abuse or deliberate damage to company property; and or
- The supply or possession of illegal drugs or alcohol, or being under the influence of alcohol or illegal drugs during working hours.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Disciplinary Procedures of HSE

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

### 4.30 Double Employment

<b>Document Reference Number</b>	<b>4.30 Double Employment</b> (Staffing)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Double Employment Policy of the DCIL Service.**

#### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Double Employment Policy.

#### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

4.31.1 Under the Organisation of Working Time Act 1997, employers are prohibited from having employees work on any day or during any week where the employee has worked for another employer(s) where the periods worked exceeds those permitted by legislation. Employees at risk of prosecution.

- 4.31.2 DCIL reserves the right to amend this policy as needed in line with changes in practice and legislation. Employees will be informed of same.
- 4.31.3 It is necessary for all DCIL employees to provide details of any other employment to their line manager.
- 4.31.4 Certain employments are not considered for Double Employment purposes. These are if an employee's double employment is self employment, employees who are working for a relative or a member of the relative's household and whose other place of employment is a private dwelling house or farm or on which the employee and the relative reside.
- 4.31.5 Employees may inform their line manager of their Double Employment by a Double Employment form which can be found at the end of this policy folder.
- 4.31.6 Should a situation arise where the combined hours worked for DCIL and the employee's other employer (s) place DCIL and the employee at risk of being in breach of the working time legislation, then the employee must change or reduce the hours they are due to work with the other employer (s) in order to prevent such a breach occurring.
- 4.31.7 Any abuse of this policy will be taken very seriously and will be subject to DCIL's disciplinary procedure.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Act 1994 - 2001

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

### 4.31 Notification of Pregnancy

<b>Document Reference Number</b>	<b>4.31 Notification of Pregnancy</b> (Staffing)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Notification of Pregnancy Policy of the DCIL Service.**

#### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Notification of Pregnancy Policy.

#### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

4.32.1 In the event of a DCIL staff member having confirmed with her doctor a positive pregnancy test, she must inform her line manager in DCIL office immediately in writing.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Maternity Protection Acts 1994 & 2004

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 5. PROTECTION & RIGHTS

### 5.0 Dignity at work (Bullying/ Sexual Harassment/ Harassment).

<b>Document Reference Number</b>	<b>5.0 Dignity at work (Bullying/Sexual Harrassment/Harassment)</b>  (Protection & Rights)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Dignity at Work Policy (Bullying/sexual harassment/harassment) of DCIL Service.**

#### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Dignity at work (Bullying/sexual harassment/harassment) Policy of the DCIL Service.

#### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

5.0.1 DCIL is fully committed to providing a safe working environment for all employees which is free from bullying, sexual harassment and harassment in any form and will

not permit or condone any behaviour which impacts on one's right to enjoy respect and dignity at work.

- 5.0.2 All employees, Leaders and Board Members have responsibilities under this policy and will be made aware of them.
- 5.0.3 Employees are required to read this policy and be aware of their responsibilities under it as well as the avenues open to them should they wish to pursue a complaint.
- 5.0.4 The following are definitions of the types of behaviours that are unacceptable under the Dignity at Work Policy. Behaviours can range from extremes such as physical violence, to less obvious forms like ignoring someone on a regular basis.
- 5.0.5 **Bullying** - Bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work or in the course of employment, which could be reasonably be regarded as undermining an individual's right to dignity at work. Some examples of bullying behaviour in the work place include:
- oral or written slurs;
  - physical contact;
  - gestures or threats;
  - jokes, remarks, gossip, offensive language;
  - humiliation in front of others;
  - intimidation;
  - unreasonable demands;
  - non co-operation;
  - threats; or
  - Exclusion and isolation of individuals from events or social activities.
- 5.0.6 **Sexual Harassment** - Sexual harassment is any form of unwanted verbal, non-verbal or physical conduct of a sexual nature, which has the purpose, or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. Examples of sexual harassment include sexual gestures; displaying sexually suggestive objects, pictures, calendars; sending suggestive correspondence, unwelcome sexual comments or jokes; unwelcome physical conduct such as pinching or unnecessary touching and failure to respect personal space.
- 5.0.7 **Harassment** - Harassment on the grounds of marital status, family status, race, age, religious belief, sexual orientation, disability, or membership of the travelling community is defined as any unwanted conduct relating to any of these grounds which has the purpose or effect of violating a person's dignity and creating an intimidating, hostile, degrading, humiliating or offensive environment for the person. The unwanted conduct may consist of acts, requests, spoken words, gestures, or the production, display or circulation of written words, pictures or other material.

- 5.0.8 **Motive** - It is important to understand that with all bullying and harassment behaviour, it is the **impact** of the behaviour on the recipient, not the intention that is relevant. What may be acceptable to one person may not be to another. **It is the duty of every individual to be sensitive about the impact they have on people around them.**
- 5.0.9 **Complaints Procedure** - If an employee feels that their rights have been violated for any reason under this policy, DCIL is committed to ensuring that complaints can be dealt with effectively and fairly for all parties. Complaints may be raised either informally or formally. All complaints will be treated seriously, dealt with confidentially and as quickly as possible.
- 5.0.10 **Informal Procedure** - Any employee who feels that they are being harassed or bullied in any form should where possible attempt to resolve the problem informally. This often produces an effective and speedy resolution to a problem. In the first instance, it is recommended that any employee who feels that they are the subject of inappropriate behaviour should bring it to the attention of the person concerned and let them know that they find it offensive or unacceptable and that they want it to stop. If an employee has difficulty with this approach they should contact the Management for help and support who may make contact with the alleged perpetrator on their behalf. If an attempt at informal resolution is unsuccessful or if an employee wishes to pursue the formal route initially they may always do so.
- 5.0.11 **Mediation** - Mediation by an independent party may be another option that is considered in advance of undertaking a full formal investigation or at any point during an investigation, provided both parties agree.
- 5.0.12 **Formal Procedure** - If an employee wishes to raise a formal complaint, they should do so in writing. Complaints should normally be issued to the Management. If for any reason this is not appropriate, complaints may be issued to the Chairperson of the Board of Directors.
- 5.0.13 If deemed appropriate, a formal investigation will be carried out. Investigations may be carried out by the Manager, Board Members or other appointed 3<sup>rd</sup> parties. Investigations will be carried out as quickly as reasonably practicable.
- 5.0.14 The purpose of an investigation is to determine the facts of the allegation. The alleged bully/harasser will be made aware of the complaint and given an opportunity to respond fully. Both parties will be allowed to be represented at any meetings that take place. It is important that as much relevant evidence as possible is available and employees should keep records of incidents that have taken place. Witnesses may be called to give evidence during an investigation.
- 5.0.15 DCIL reserves the right to place one or both of the parties to the complaint on paid leave or to be reassigned to other duties for the duration of the investigation.

5.0.16 Records of all meetings and decisions will be maintained.

5.0.17 If a complaint is upheld it may result in disciplinary action being taken under the disciplinary policy, up to and including dismissal. Other forms of action may include counselling, demotion or a transfer to other duties of either party.

5.0.18 Either party may appeal the decision of an investigation to the Chairperson of the Board subject to who carried out the investigation. If necessary, an appeal may be carried out by an externally appointed third party.

5.0.19 Any employee who is found to have deliberately made a malicious or false complaint may be subject to disciplinary action.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Dignity at Work Policy 2009

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 5.1 Dignity and Respect for Leaders – Prevention of Abuse

<b>Document Reference Number</b>	<b>5.1 Dignity and Respect for Leaders – Prevention of Abuse</b> (Protection & Rights)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Dignity and Respect for Leaders Policy of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Dignity and Respect for Leaders Policy of the DCIL Service.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 5.1.1 DCIL is also committed in so far as possible to ensuring that all service users have the right to be treated with dignity and respect at all times and free from any form of abuse which may impact on this right.
- 5.1.2 In this regard, all employees have a number of important responsibilities with regard to their own behaviour at work as well as with regard to reporting any abuse that they may witness or be alleged or that may be suspected.

- 5.1.3 Abuse can take many forms and may be physical, sexual, psychological or emotional or it may occur through neglect. It may consist of a single act or a number of incidents. Some examples are as follows:
- Neglect: Deprivation of food, clothing, entitlements, warmth, supervision or required attention.
  - Emotional/Psychological Abuse: Persistent criticism, sarcasm, hostility, disrespect.
  - Physical Abuse: Hitting, shaking, slapping, burning, biting, use of excessive force when bathing or feeding.
  - Sexual Abuse: Inappropriate sexually explicit conversations or remarks, intentional touching or fondling, indecent exposure, sexual assault.
- 5.1.4 Any employee who receives a complaint from a Leader should always encourage them to put the complaint in writing and provide assistance if needed to do so.
- 5.1.5 If the Leader is unable to put the complaint in writing the employee should note the relevant details. The employee should then report the matter to the Management, DCIL. Employees must not agree to keep the matter a secret and to not report it.
- 5.1.6 Employees who suspect that abuse is taking place or who witness any form of abuse should report the matter confidentially to the Management, DCIL.
- 5.1.7 In addition any employee who experiences bullying behaviour by a leader should report the matter to the Management of DCIL.
- 5.1.8 In the event that a complaint of abuse is made against any employee, they will be afforded all rights of natural justice during an investigation. This will include the right to have full details of any allegation presented, the right to be accompanied at all meetings, the right to respond.
- 5.1.9 Investigations of allegations of abuse may be conducted by appropriate third parties. Every effort will be made to conduct all investigations as quickly as possible.
- 5.1.10 Cases of proven abuse by employees will be dealt with under the disciplinary policy as appropriate.
- 5.1.11 Please contact the Management, DCIL for further information on dealing with any aspect of suspected or actual abuse of service users.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Trust in Care Policy – HSE

HSE Elder Abuse Policy 2009

Safeguarding Vulnerable Adults at Risk of Abuse 2014

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 5.2 Elder Abuse

<b>Document Reference Number</b>	<b>5.2 Elder Abuse</b> (Protection & Rights)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Elder Abuse Policy of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Elder Abuse Policy of the DCIL Service.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 5.2.1 Most People do not experience abuse; however, an older person can be harmed or abused by others. An older person may also experience more than one form of abuse at any given time.
- 5.2.2 It is the responsibility of all PAs to ensure that they are familiar with DCIL's Safeguarding Vulnerable Adults at Risk of Abuse Policy. This document can be

viewed on our website [www.donegalcil.com](http://www.donegalcil.com) with a hardcopy available upon request from DCIL reception

- 5.2.3 There are several types of abuse, any or all of which may be perpetrated as the result of deliberate intent, negligence or ignorance.
- Physical abuse; including hitting, slapping, pushing, misuse of medication, or physical restraint.
  - Financial or material abuse; including theft, fraud, exploitation, pressure in connection with wills, powers of attorney, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
  - Psychological abuse; including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, intimidation or coercion.
  - Neglect and acts of omission; including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of medication, adequate nutrition or heating.
  - Discriminatory abuse; including ageism, racism, sexism, that based on a person's disability, and other forms of harassment, slurs or similar treatment.
- 5.2.4 Who might abuse? Any individual or organisation may be guilty of abuse; a family member, relative, friend or care provider.
- 5.2.5 Where can abuse happen? Anywhere; home, residential, day-care or hospital settings.
- 5.2.6 How are cases of suspected elder abuse handled? All cases of Elder abuse are treated seriously. All cases will be dealt with in confidence and, as much as possible, will be handled in a way that the respect the wishes of the older person.
- 5.2.7 All information regarding concerns or allegations of abuse or assessments of abuse of a vulnerable person should be shared, on '*a need to know*' basis in the interest of the vulnerable person, with the relevant statutory authorities and relevant professionals. No undertakings regarding secrecy can be given. Those working with vulnerable persons should make this clear to all parties involved. However, it is important to respect the wishes of the vulnerable person as much as is reasonably practical.
- 5.2.8 Any DCIL staff member who is guilty of abusing an Elder Person will be dismissed without notice from DCIL employment.
- 5.2.9 DCIL have an appointed Designated Officer to whom the alleged abuse cases will be reported. The Designated Officer will support the P.A. and /or Service Coordinator in dealing with the allegation.

**The Designated Officer will be responsible for:**

- Receiving concerns or allegations of abuse of alleged abuse regarding vulnerable persons.
- Ensuring the appropriate manager is informed and collaboratively ensuring necessary actions are identified and implemented.
- Ensuring reporting obligations are met.
- Other responsibilities, such as conducting preliminary assessments and further investigations, may be assigned within a specific service.
- The Designated Officer will usually be a relevant professional or work in a supervisory /management role.
- All concerns/reports of abuse must be immediately notified to the designated or in the event of their absence the Support Co-Ordinator

5.2.10 The overall aim is to ensure the safety and well-being of an older person while proving support to stop the abusive behaviour.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

HSE Elder Abuse Policy 2009

Safeguarding Vulnerable Adults at Risk of Abuse (Incorporating Services for Elder Abuse and People with a Disability) 2014

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

### 5.3 Safeguarding Vulnerable Adults at Risk Of Abuse

<b>Document Reference Number</b>	<b>5.3 Safeguarding Vulnerable Adults at Risk Of Abuse</b> (Protection & Rights)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Safeguarding Vulnerable Adults at Risk of Abuse Policy of DCIL Service.**

#### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Elder Abuse Policy of the DCIL Service.

#### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

5.3.1 It is the responsibility of all P.A's to ensure that they are familiar with DCIL's Safeguarding Vulnerable Adults at Risk of Abuse Policy. This document can be viewed on our website [www.donegalcil.com](http://www.donegalcil.com) with a hardcopy available upon request from DCIL reception.

- 5.3.2 Most People do not experience abuse; however, a vulnerable person can be harmed or abused by others. A vulnerable person may also experience more than one form of abuse at any given time.
- 5.3.3 There are several types of abuse, any or all of which may be perpetrated as the result of deliberate intent, negligence or ignorance.
- Physical abuse; including hitting, slapping, pushing, misuse of medication, or physical restraint.
  - Financial or material abuse; including theft, fraud, exploitation, pressure in connection with wills, powers of attorney, property, inheritance or financial transactions, or the misuse or misappropriation of property, possessions or benefits.
  - Psychological abuse; including emotional abuse, threats of harm or abandonment, deprivation of contact, humiliation, intimidation or coercion.
  - Neglect and acts of omission; including ignoring medical or physical care needs, failure to provide access to appropriate health, social care or educational services, the withholding of medication, adequate nutrition or heating.
  - Discriminatory abuse; including ageism, racism, sexism, that based on a person's disability, and other forms of harassment, slurs or similar treatment.
- 5.3.4 Who might abuse? Any individual or organisation may be guilty of abuse; a family member, relative, friend or care provider.
- 5.3.5 Where can abuse happen? Anywhere; home, residential, day-care or hospital settings.
- 5.3.6 All information regarding concerns or allegations of abuse or assessments of abuse of a vulnerable person should be shared, on '*a need to know*' basis in the interest of the vulnerable person, with the relevant statutory authorities and relevant professionals. No undertakings regarding secrecy can be given. Those working with vulnerable persons should make this clear to all parties involved. However, it is important to respect the wishes of the vulnerable person as much as is reasonably practical.
- 5.3.7 Any DCIL staff member who is guilty of abusing a Vulnerable Adult will be dismissed without notice from DCIL employment.
- 5.3.8 DCIL have an appointed Designated Officer to whom the alleged abuse cases will be reported. The Designated Officer will support the P.A. and /or Service Coordinator in dealing with the allegation.

**The Designated Officer will be responsible for:**

- Receiving concerns or allegations of abuse of alleged abuse regarding vulnerable persons.
- Ensuring the appropriate manager is informed and collaboratively ensuring
- Necessary actions are identified and implemented.
- Ensuring reporting obligations are met.
- Other responsibilities, such as conducting preliminary assessments and further
- Investigations, may be assigned within a specific service.
- The Designated Officer will usually be a relevant professional or work in a supervisory /management role.
- All concerns/reports of abuse must be immediately notified to the designated or in the event of their absence the Support Co-Ordinator

5.2.9 All staff working with vulnerable adults will receive training to ensure they are aware of the new policy and their responsibility with the reporting, assessment, investigating and management of alleged abuse cases

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

HSE Elder Abuse Policy 2009

Safeguarding Vulnerable Adults at Risk of Abuse 2014

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 5.4 Child Protection

<b>Document Reference Number</b>	<b>5.4 Child Protection</b> (Protection & Rights)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	Rosaleen Bradley & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the Child Protection Policy of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of the Child Protection Policy of the DCIL Service.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 5.3.1 It is the responsibility of all PAs to ensure that they are familiar with DCIL's Child Protection Policy. This document can be viewed on our website [www.donegalcil.com](http://www.donegalcil.com) with a hardcopy available upon request from DCIL reception
- 5.3.2 If a Personal Assistant is required to assist a Leader, by bathing the Leader's Children, the Leader must be present to supervise and must direct the PA in doing the task at hand.

5.3.3 If a Staff member is concerned about any Child Protection issues that should report back to the DCIL Designated Team which includes the General Manager and PA support Coordinator.

5.3.4 All matters of Child Protection must be dealt with in a confidential manner.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Protection of Children (Hague Convention) Act 2000

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 5.5 Evaluation of DCIL Service

<b>Document Reference Number</b>	<b>5.5 Evaluation of DCIL Service</b> (Protection & Rights)		
<b>Document developed by</b>	DCIL Manager Support & Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Leaders are given the opportunity to feedback and evaluate the service they receive.**

### **PURPOSE:**

To work towards providing a quality PA Service for each Leader.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 5.5.1 Leaders are given the opportunity to give feedback to the DCIL on how they feel about the PAs service they receive.
- 5.5.2 Leaders are also encouraged to carry out a review with their PA on the PA/Leader relationship service.
- 5.5.3 DCIL will also carry out reviews with PAs with the view of evaluating the support given by DCIL and promoting professional development.

- 5.5.4 Leaders are invited to the DCIL Annual General Meeting every year, which brings an opportunity to make comments and suggestions.
- 5.5.5 From home visits to Leader's homes we are also able to attain feedback and evaluations from Leaders.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 6. HEALTH & SAFETY

### 6.0 Appropriate Clothing & Infection Control

<b>Document Reference Number</b>	<b>6.0 Appropriate Clothing &amp; Infection Control</b> (Health & Safety)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the importance of Appropriate Clothing & Infection Control.**

#### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of Health and Safety procedures while at work.

#### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

6.0.1 Personal Assistants are required to wear appropriate loose clothing while assisting Leaders for Safer Moving and handling reasons.

6.0.2 PAs are required to wear flat, comfortable shoes.

- 6.0.3 PAs must wear disposable gloves when assisting with Leader's personal care – these are available from DCIL.
- 6.0.4 PAs must dispose of disposable gloves after assisting each Leader.
- 6.0.5 All Staff should always follow the basic hygiene rules under the latest HSE guidelines of Infection Control available on our website at [www.donegalcil.com](http://www.donegalcil.com) or at reception

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Health, Safety & Welfare at Work Acts 1989 & 2005

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 6.1 Waste Management

<b>Document Reference Number</b>	<b>6.1 Waste Management</b> (Health & Safety)		
<b>Document developed by</b>	DCIL Manager and Support & Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the importance of Waste Management in a Leader's Home.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of Health and Safety procedures while at work.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 6.1.1 Personal Assistants are required to wear appropriate loose clothing while assisting Leaders with.
- 6.1.2 PAs must wear disposable gloves when assisting with Leader's personal / medical care, e.g. sharps.

- 6.1.3 PAs must dispose of disposable gloves after assisting each Leader. Gloves are available from DCIL
- 6.1.4 All Staff should always follow the basic hygiene rules under the latest HSE guidelines of Infection Control and Waste management of used sharps, etc.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Health, Safety & Welfare at Work Acts 1989 & 2005

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 6.2 Hepatitis B Injection

<b>Document Reference Number</b>	<b>6.2 Hepatitis B Injection</b> (Health & Safety)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**It is the policy of the DCIL that all DCIL staff working with Leaders avails of the Hepatitis B injection.**

### **PURPOSE:**

To ensure that DCIL staff receive the Hepatitis B injection on commencement of employment.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

6.2.1 The HSE will send DCIL a list of dates, times and locations every month, where Staff can avail of the Hepatitis B Injection in their local areas.

6.2.2 It is vital that they get Hepatitis B injection.

6.2.3 Hepatitis B Injection is mandatory for all DCIL Staff to ensure good health and safety.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Health, Safety & Welfare at Work Acts 1989 & 2005

HSE Infection Control Guidelines

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 6.3 Safer Moving & Handling

<b>Document Reference Number</b>	<b>6.3 Safer Moving &amp; Handling</b> (Health & Safety)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL's aim is to protect the safety health and welfare of Leaders and Staff during safer moving and Handling Practices.**

### **PURPOSE:**

To ensure a healthy and safe environment for Leaders and staff in DCIL.

.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living, as well as Leaders.

### **PROCEDURE:**

- 6.3.1 It is paramount that all Staff members working for DCIL attend and complete a Safer Moving and Handling Training Day and subsequent refresher training which will be provided by DCIL.
- 6.3.2 It is the PA's responsibility to make sure they are familiar with the latest Risk Evaluation of the Leaders they are working with.

- 6.3.3 It is paramount that Personal Assistants follow the correct instruction and guidance for assisted walking, assisted sitting and assisted transferring under the safe regulations set out from the training day.
- 6.3.4 PAs should always ask for help from another PA where appropriate and always be conscious of health and safety for all parties.
- 6.3.5 PAs should never use aids and appliances if they are unsure on how to use them.
- 6.3.6 If PAs are unsure on how to use aids and equipment (including hoists) they should ask another staff member or report back to DCIL.
- 6.3.7 Leaders must also always consider health and safety, and never put themselves or Personal Assistants members in danger of injury.
- 6.3.8 Leaders should always use equipment that has been specified for them, i.e. Hoists, wheelchairs, shower chairs, etc. PAs and Leaders should not take short cuts by avoiding using the aids and appliances provided.
- 6.3.9 If PAs are concerned in any way about the Moving and Handling Procedures for any Leaders, they must report back to the DCIL immediately.
- 6.3.10 PAs should not undertake in any manual handling procedure that they feel they cannot do safely. This stance should be respected by Leaders and will result in a Risk Re-evaluation.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Health, Safety & Welfare at Work Acts 1989 & 2005

Manual Handling Regulations 2007

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 6.4 Medical Devices – Hoists

<b>Document Reference Number</b>	<b>6.4 Medical Devices – Hoists.</b> (Health & Safety)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>April</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**It is the aim of DCIL to protect the Safety, Health and Welfare of Leaders and Staff during safer Moving and Handling Practices.**

### **PURPOSE:**

To ensure a healthy and safe environment for Leaders and staff in DCIL.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living, as well as Leaders.

### **PROCEDURE:**

- 6.4.1 It is paramount that all DCIL employees attend and complete a Safer Moving and handling Training Day and refresher training will be provided.
- 6.4.2 Where Possible PAs who will be assisting a Leader with the aid of Hoists should be given training and instruction from the Leader's Occupational Therapist. Where the O.T. is not available, the Leader and the other PA's should give training and instruction on the use of the hoist.

- 6.4.3 PAs should never use aids and appliances if they are unsure on how to use them. If PA's are unsure on how to use aids and hoists they should ask another staff member or report back to DCIL.
- 6.4.4 If a Leader gets a brand new hoist the Leader's O.T. **MUST** train the Leader and all PAs involved.
- 6.4.5 Leaders must also always consider Health and Safety, and never put themselves or Personal Assistants in danger of injury.
- 6.4.6 Leaders should always use equipment that has been specified for them, i.e. Hoists, Wheelchairs, Shower Chairs, etc. PAs and Leaders should not take short cuts by avoiding using the aids and appliances provided.
- 6.4.7 If the PAs are concerned in any way about the Moving and Handling Procedures for any Leader, they must report back to the DCIL immediately.
- 6.4.8 PAs should not undertake in any manual handling procedure that they feel they cannot do safely. This stance should be respected by Leaders and will result in a Risk Re-evaluation.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Health, Safety & Welfare at Work Acts 1989 & 2005

Manual Handling Regulations 2007

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 6.5 Alcohol & Illegal Substances

<b>Document Reference Number</b>	<b>6.5 Alcohol &amp; illegal Substances</b> (Health & Safety)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL's aim is to protect the safety health and welfare of Leaders in ensuring that Staff does not work under the influence of Alcohol and Illegal Substances**

### **PURPOSE:**

To ensure a healthy and safe environment for Leaders within DCIL.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living, as well as Leaders.

### **PROCEDURE:**

- 6.5.1 Employees should not report for work if under the influence of alcohol or drugs.
- 6.5.2 If it is suspected that an employee is under the influence whilst at work, they will be asked to go home for their own safety and that of others. Payment will not be made for any period of time that an employee is sent home for. On return to work, action may be initiated under the disciplinary policy.

- 6.5.3 Employees must not consume alcohol or drugs whilst working at any time and failure to adhere to this policy will result in disciplinary action up to and including dismissal.
- 6.5.4 Every support that is practicable will be offered in situations where employees have addiction problems with drugs or alcohol. However, if your work performance or behaviour is affected by drug or alcohol consumption, you may also be subject to the disciplinary procedure.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Health, Safety & Welfare at Work Acts 1989 & 2005

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 6.6 No smoking Policy

<b>Document Reference Number</b>	<b>6.6 No smoking Policy</b> (Health & Safety)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL is a No Smoking Organisation.**

**However, it is recognised that people with disabilities have expressed a choice to smoke.**

### **PURPOSE:**

To ensure a healthy and safe environment for Leaders and staff in DCIL.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 6.6.1 Staff can only smoke in designated smoking areas.
- 6.6.2 Leaders must not smoke when being assisted by staff.
- 6.6.3 In the interest of safety staff must ensure that matches and cigarette lighters are not left lying around to be misused.

6.6.4 In situations where a Leader's smoking habits are thought to place the Leader at risk of starting a fire, a review should be held to explore ways of minimising risk without unnecessarily restricting the Leader's right to smoke.

6.6.5 Staff can only smoke during staff breaks and outside all DCIL buildings.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Public Health Tobacco Act 2004

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 6.7 First Aid

<b>Document Reference Number</b>	<b>6.7 First Aid</b> (Health & Safety)		
<b>Document developed by</b>	DCIL Manager and Support & Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL's aim is to protect the safety health and welfare of Leaders and Staff in an emergency situation.**

### **PURPOSE:**

To ensure a healthy and safe environment for Leaders and staff in DCIL.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living, as well as Leaders.

### **PROCEDURE:**

6.3.11 It is paramount that all DCIL employees attend and complete a 3 DAY Occupational First Aid Training Course. Refresher Training will be provided when necessary.

6.3.12 It is paramount that Personal Assistants follow the correct instructions and guidance which has been given to them with regards to the theory and practical aspect of the course.

6.3.13 Leaders must always consider Health and Safety, and never put themselves or Personal Assistants in danger of injury.

6.3.14 If PAs are concerned in any way about the First Aid Procedures, they must report back to the DCIL immediately.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Occupational First Aid Assessment Agent (OFAAA)

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 6.8 Fire Safety

<b>Document Reference Number</b>	<b>6.8 Fire Safety</b> (Health & Safety)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**As far as is reasonably practicable, DCIL aims to ensure the Safety, Health and Welfare of all the Leaders and Staff through the provision and maintenance of a safe place of work, safe plant and machinery and safe systems of work.**

### **PURPOSE:**

To ensure a healthy and safe environment for Leaders and staff in DCIL.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living, as well as Leaders.

### **PROCEDURE:**

- 6.8.1 Staff should familiarise themselves with access and exits of all workplaces and of Leader's home, available in the event of a fire.
- 6.8.2 To help prevent outbreaks of fire, staff must follow the procedures as outlined below.
  - (a) Unplug all appropriate electrical appliances at night.
  - (b) Do not leave matches and / or cigarette lighters around.

- (c) DCIL properties are non smoking buildings under the DCIL No Smoking Policy.
  - (d) Leaders and Staff/Visitors should use ashtrays at all times when smoking in the designated smoking area.
  - (e) Ashtrays **Must** be checked at night for smoldering cigarettes and / or matches.
  - (f) No fires with exposed elements to be used, e.g. electrical bar fires, or mobile gas heaters.
  - (g) All staff should be aware of the location of fire extinguishers and fire blankets and should be able to use them when needed.
  - (h) Staff and Leaders, should be familiar with procedures on discovery of fire.
- 6.8.3 Staff should attend Fire Lectures at least once a year. All staff should be familiar with the use of fire fighting equipment. Where appropriate, Leaders should be made aware of these items and their usage.
- 6.8.4 All DCIL Fire Safety Procedures will be monitored by the DCIL Quality and Safety Committee Board and subsequent recommendations and updates made to the DCIL Manager and the Board.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

[www.firesafety.ie](http://www.firesafety.ie)

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in July 2013 by the DCIL Support & Development Team and Manager of DCIL.

## 6.9 Slips, Trips, Falls & Incident Reporting

<b>Document Reference Number</b>	<b>6.9 Slips, Trips, Falls &amp; Incident Reporting</b> (Health & Safety)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that ALL DCIL Staff understand the importance how to deal with accidents and incidents.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of Health and Safety procedures while at work.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living, as well as Leaders.

### **PROCEDURE: Staff**

- 6.9.1 When domestic accidents occur, staff should use First Aid where appropriate and seek medical aid if necessary.
- 6.9.2 Where a PA is involved in an accident, which requires attendance to an Outpatient Clinic or admission to Hospital, DCIL should be informed as soon as possible while informing their next of kin, if appropriate.

6.9.3 A full written account by the PA, of the circumstances of the accident should be submitted to DCIL as soon as possible to enable appropriate documentation to be completed i.e. Accident / Incident Report Form and statement of the accident.

6.9.4 A copy must be kept in the employee's file.

**PROCEDURE: Service Users / Leaders**

6.9.5 In the event of domestic accidents occurring, PAs should use First Aid where appropriate and seek medical aid from NOWDOC or the Leader's G.P. if necessary.

6.9.6 Where a Leader is involved in an accident, which requires attendance at an Outpatient Clinic or admission to hospital, DCIL should be informed as soon as possible. As well as, the DCIL Manager and General Manager if appropriate.

6.9.7 DCIL must contact next of kin.

6.9.8 A full written account of the circumstances of the accident should be submitted to the DCIL as soon as it is possible to allow for appropriate documentation to be completed i.e. accident / incident form and statement of the accident.

6.9.9 DCIL must debrief their staff after an incident occurs and complete a Risk Re-Evaluation put in place. Thus, implementing any new procedures to prevent similar issues from reoccurring.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Health, Safety & Welfare at Work Acts 1989 & 2005

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 6.10 Aggressive Behaviour / Conflicts

<b>Document Reference Number</b>	<b>6.10 Aggressive Behaviour / Conflicts</b> (Health & Safety)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that any Conflicts between Leaders and Personal Assistants are dealt with the appropriate manner.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of Health and welfare of DCIL Staff and Leaders.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living, as well as Leaders.

### **PROCEDURE:**

6.10.1 It is crucial that Leaders and Personal Assistants treat each other in a respectful way.

6.10.2 It is known that conflicts and disagreements do occur between a Leader and their Personal Assistant(s).

- 6.10.3 The best way to deal with such conflict is that each party try to remain as calm as possible. Give each other some space if possible.
- 6.10.4 Leaders and Personal Assistants should do their very best to resolve their conflicts and disagreements between themselves, without DCIL involvement.
- 6.10.5 If a Leader and Personal Assistant cannot come to a resolve themselves, DCIL may be contacted and will support both parties in conflict resolution.
- 6.10.6 The situation may arise that the Leader and Personal Assistant may have to reassess the employment if resolve cannot be found.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2017 by the DCIL Support & Development Team and Manager of DCIL.

## 6.11 Rapid Response for Leaders in New Bungalows

<b>Document Reference Number</b>	<b>6.11 Rapid Response for Leaders in New Bungalows</b> (Health & Safety)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL wants to ensure the correct Rapid Response for Leaders who are living independently in the New Bungalows in Letterkenny**

### **PURPOSE:**

To ensure a rapid response for Leaders who need assistance at nighttime.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

### **PROCEDURE:**

6.11.1 If you have any sort of problem during the night you should do the following;

- a. Activate the Rapid Response alarm if applicable.
- b. This will contact the Rapid Response staff.
- c. The Rapid Response staff will determine if it's an Emergency or Non-Emergency.

- d. If it's an Emergency the Rapid Response staff will attend the emergency.
- e. If it's a Non-Emergency the Rapid Response staff will contact the On-Call phone.
- f. The PA which is On-Call that night will attend the Residents house.
- g. The Resident/Leader should not phone their PA, as there is a PA On-Call every night.
- h. The On-Call shift starts from 23:00 until 07:30.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 6.12 Risk Assessments

<b>Document Reference Number</b>	<b>6.12 Risk Assessments</b> (Governance, Management & Records)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**From September 2010 DCIL will carry out Risk Assessments on all Leaders involved with the service.**

### **PURPOSE:**

To ensure the Health and Safety of DCIL Staff and Leaders in their workplace / home, etc.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) working within the Donegal Centre for Independent Living, as well as leaders.

### **PROCEDURE:**

6.12.0 DCIL will carry out an Initial Risk Assessment with all Leaders' referrals to DCIL

6.12.1. If the Risk Assessments highlights any potential issues or dangers, these will need to be recognised and addressed.

- 6.12.2 In the event that a Risk has been identified, that information must be shared with the Occupational Therapist, HSE and/or referring organisation
- 6.12.3 It is the responsibility of the Personal Assistants to ensure that the recommendations from a Risk Assessment are met and adhered to.
- 6.12.4 It is the PA's responsibility to assess risk on an ongoing basis. At no time should a PA participate in a task or work in an environment which they feel poses a potential risk to themselves or their Leader.
- 6.12.5 In the event that PAs are concerned about risks to themselves or Leaders, either in the tasks they are carrying out or the environment they are working in, this must be reported to the Leader and DCIL
- 6.12.6 In the event that a Leader is concerned about potential risks, either in the tasks they are being supported with or in the working environment, they should inform their P.A and DCIL.
- 6.12.7 DCIL will re-evaluate the Risk Assessment on a regular basis or when a potential risk has been reported or upon request from a P.A. or Leader.
- 6.12.8 DCIL must ensure the safety, health, and welfare of Leaders and Staff, ensuring they are working in a safe environment.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

[www.hsa.ie](http://www.hsa.ie)

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 7. DEVELOPMENT & HEALTH

### 7.0 Medication Policy

<b>Document Reference Number</b>	<b>7.0 Medication Policy</b> (Development & Health)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**This policy will ensure and protect the health and welfare of both Leaders and staff when dealing with medication.**

#### **PURPOSE:**

To ensure correct procedure is followed by Leaders and staff when managing medication.

#### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living, as well as Leaders.

### **PART 1: PURPOSE, SCOPE AND RESPONSIBILITIES**

#### **7.1 Policy Statement**

The Donegal Centre for Independent Living (DCIL) works to ensure that all Leaders are appropriately supported in safely managing their own medication.

## **7.2 Purpose**

The purpose of this document is to explain the policy and procedure of the Donegal Centre for Independent Living in relation to medication management.

## **7.3 Scope**

This document relates to all Personal Assistants employed by the Donegal Centre for Independent Living.

## **PART 2: POLICY**

### **7.4 Responsibilities**

7.4.1 DCIL is responsible for ensuring that all staff members involved in the administration of medication receives appropriate levels of training, support and supervision.

7.4.2 The DCIL Service Manager is responsible for ensuring that a copy of this document is made available to all CIL Personal Assistants. S/he must ensure that a copy of the policy is also available to all Leaders.

7.4.3 All Personal Assistants must thoroughly read this policy and submit a signed copy of their 'Policy Understanding' document to their Service Manager.

## **Definitions and Abbreviations**

### **Medication Management**

Is the facilitation of safe and effective use of prescription and over-the-counter medicinal products.

### **Medicinal Product**

Any substance or combination of substances presented for treating or preventing disease in human beings. Any substance or combination of substances which may be administered to human beings with a view to making a medical diagnosis or to restoring, correcting or modifying physiological functions in human beings is likewise considered a medicinal product.

### **Blister Packs**

Medication system where all Leader medication is individually packed for its safe administration.

### **Self-administration**

The independent use of a medication by a service user in a manner that supports the management and administration of her/his own medications.

### **Drug administration**

The giving of a therapeutic agent to a patient, e.g. by infusion, inhalation, injection, paste, suppository or tablet

### **Auxiliary Care**

For the purpose of this document this term refers to additional support needs such Tracheostomy Care, Peg care, Urinary Catheterisation & Catheter care, nebuliser training or buccal midazolam.

## **PART 3: PROCEDURES**

### **7.5 General**

7.5.1. Administration of medication

7.5.2 In the event that the Leader or Service User, and/or their representative as per their Care Plan, requires additional support with the administration of medication, this can be accommodated by DCIL following agreement with HSE, and/or other referring organisation and the DCIL Service Manager.

7.5.3 When a Leader requires additional support with the administration of medication, it can only be done when by PA who has the appropriate training.

7.5.4 Only a Personal Assistant who has reached the appropriate levels of training and qualifications may carry out duties under this medication management policy. While adhering to this policy all staff:

- Are responsible for their own practice with regard to medication management
- Who have concerns about this policy should discuss them immediately with their Service Manager.

7.5.5 **All** medication management details of DCIL Leaders will be managed confidentially with due consideration for the individuals privacy.

7.5.6 **The** Leader or Service Users Care should contain sufficient detail to facilitate the support and supervision required to support a Leader in self-administration.

7.5.7 Personal Assistants are not allowed to administer medication *without the relevant training* but can prompt the Leaders or Service Users to take medication at the prescribed times.

7.5.8 Where the Leader requires more than minimal physical assistance to medicate the Personal Assistant they should inform the Leader—that they do not have the appropriate training to perform this duty. At no time should the Personal Assistant provide any medical services without the appropriate training. The Personal Assistant should refer the matter to the Service Manager who will advise them on how to continue to support the Leader and, where appropriate, arrange the relevant training.

7.5.9 In the event that the Leader circumstances change to the extent that that they can no longer self-administer safely, the Personal Assistant should refer the matter to the Service Manager who will advise them on how to continue to support the Leader or Service User and, where appropriate, arrange the relevant training.

## **7.6 Prompting**

7.6.1 Where it is noted that a Leader or Service User requires prompting with medication this matter should be referred to the DCIL Service Manager.

7.6.2 Where a Leader requires prompting this is done with his or her informed consent and the express authorisation of the Leader and/or their representative as per their Care Plan and with the consent of the HSE and/or referring organisation and DCIL Service Manager.

7.6.3 This procedure is recorded in the Schedule of Service and all medication is dispensed via blister packs.

7.6.4 In the event that a Leader requires prompting with medication the following procedure should be adopted.

The Personal Assistant should:

- Bring the blister pack to the Leader.
- Ensure that the name of the Leader is actually on the medicine label
- Check that the medicine is in date
- Check the correct timing, frequency and duration of the medication being used
- Record if medication was taken by the Leader in the Schedule of Service.
- Should the Personal Assistant be aware of any errors within the administration of the administration, medical advice should be sought with immediate effect through G.P, NOWDOC, etc.

## **7.7 Provision of Auxiliary Care**

7.7.1 In the event that a Leader requires additional auxiliary support to meet their assisted needs, this can be accommodated by DCIL following agreement with HSE, and/or other referring organisation and the DCIL Service Manager,

7.7.2 In the event that the Leader requires additional auxiliary support to meet their care needs, the Personal Assistant should refer the matter to the Service Manager who will advise them on how to continue to support the Leader and, where appropriate, arrange the relevant training.

7.7.3 At no time should the Personal provide any auxiliary care services without the appropriate training. In the event that a Personal Assistant is required by a Leader or visiting professional to perform an auxiliary task, they should inform the Leader or visiting professional that they do not have the appropriate training to perform this duty. The matter should then be referred to the Service Manager who will arrange the relevant training, if appropriate, and with the consent of the HSE or referring organisation.

## **7.8 Prescriptions**

7.8.1 As part of the Care Plan it may be necessary for the Personal Assistant to obtain prescriptions from the Leaders G.P. and then collect medication from the pharmacy. This procedure is only carried out with the informed consent and express authorisation of the Leader and/or their representative as per their Care Plan. Details of this procedure are then recorded in the Schedule of Service.

7.8.2 The Personal Assistant should not administer medication, which has not been prescribed, or give medication to the Leader against their wishes or in any way alter the timing or dosage of any medication.

7.8.3 All unwanted or surplus medication should be returned to the pharmacy for disposal and a receipt obtained.

## **7.9 Exceptional Circumstances**

7.9.1 This policy must be adhered to at all times except in exceptional circumstances where the Personal Assistant is of the opinion that adhering to this policy would have a detrimental impact on the health of the Leader. In such cases the Personal Assistant should seek the support of their Service Manager and seek medical assistance if required. All details must be recorded in the Leader Schedule of Service.

7.9.2 Other than in exceptional circumstances, Personal Assistants who do not adhere to this policy may be subject to disciplinary action as outlined in the DCIL Disciplinary Procedure up to and including dismissal.

## **7.10 Review**

7.10.1 This policy will be reviewed on a six month basis and procedure amendments made as necessary in line with changes in legislation and company governance codes. All staff, Leaders will be notified of changes in this policy.

**LEGISLATION / REFERENCES/BIBLIOGRAPHY / OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Donegal Centre for Independent Living, Donegal

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in January 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 7.1 Training & Development

<b>Document Reference Number</b>	<b>7.1 Training &amp; Development</b> (Staffing)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**Donegal Centre for Independent Living is committed in ensuring that All DCIL Staff actively participate in Training and Development of DCIL Service.**

### **PURPOSE:**

To ensure that all DCIL staff have a clear understanding of responsibilities in the Training and Development of the DCIL Service.

### **AUXILIARY CARE:**

For the purpose of this document this term refers to additional support needs such Tracheostomy Care, Peg care, Urinary Catheterisation & Catheter care, Nebuliser training, Buccal Midazolam, Bowel Management.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

## **PROCEDURE:**

- 7.1.1 DCIL is committed to providing and supporting relevant training and development activities for its employees.
- 7.1.2 DCIL are committed to continuing to meet its ongoing and changing training expectations as requested by the HSE or referring organisations.
- 7.1.3 DCIL are committed to continuing to meet its ongoing and changing training expectations in regard to meeting the changing needs of its Leaders as requested by the HSE or referring organisations.
- 7.1.4 DCIL are committed to continuing to meet its ongoing and changing training expectations in regard to meeting the changing needs of its Leaders as requested by the HSE or referring organisations.
- 7.1.5
- 7.1.6 DCIL are committed to continuing to meet its ongoing and changing training expectations in regard to Safeguarding as requested by the HSE or referring organisations.
- 7.1.7 It is the responsibility of all DCIL Leaders and Staff to make themselves familiar with and adhere to the organisations Policies and Procedures in regard Training and Development available on line at [www.donegalcil.com](http://www.donegalcil.com) or at DCIL reception upon request.
- 7.1.8 It is the responsibility of all DCIL Leaders and Staff to make themselves familiar with and adhere to the organisations Policies and Procedures in regard Training and Development available on line at [www.donegalcil.com](http://www.donegalcil.com) or at DCIL reception upon request.
- 7.1.9 .All training programs that are mandatory are provided by DCIL and including;
- People Moving & handling Training.
  - Cardiac First Response First Aid Training.
  - Philosophy of Independent Living Training.
- 7.1.10 All DCIL Personal Assistants will be required to cooperate with DCIL in renewing and updating their relevant mandatory training.
- 7.1.11 All DCIL Personal Assistants will be advised 90 days in advance of their Mandatory Training needing renewing and made aware of the subsequent upcoming training dates.

- 7.1.12 DCIL Personal Assistants who do not have up to date Mandatory Training will not be permitted to participate in their roles as DCIL Personal Assistants until renewal is completed.
- 7.1.13 Additional training requirements may be agreed with employees subject to needs of role, availability of funding and ability to accommodate within service.
- 7.1.14 All staff are required to advise the DCIL Care coordinator or Manager if they feel that they do not have the appropriate training to meet the assistance needs of the Leader or if their training needs require reevaluating to meet the changing needs of the leader.
- 7.1.15 It is encouraged that ALL Staff have a clear understanding of the Philosophy of Independent Living and participate in all DCIL programmes that contribute to this i.e. Philosophy of Independent Living.
- 7.1.16 All Staff are encouraged to contribute, where possible, to any future developmental activities which work towards better service provision within DCIL; e.g. Fund raising activities, etc.

### **Provision of Auxiliary Care and relevant training**

- 7.1.17 In the event that a Leader requires additional auxiliary support to meet their assisted needs, this can be accommodated by DCIL following agreement with the Leader, the HSE, and/or other referring organisation and the DCIL Service Manager.
- 7.1.18 In the event that the Leader requires additional auxiliary support to meet their care needs, the Personal Assistant should refer the matter to the Service Manager who will advise them on how to continue to support the Leader and, where appropriate, arrange the relevant training.
- 7.1.19 The provision of Auxiliary tasks will be assessed on an individual referral basis and subject to an agreement with the referring agency on the relevant funding and the nature of the appropriate training.
- 7.1.20 DCIL acknowledge the responsibility to ensure that all insurance and governance requirements are in place to accommodate all auxiliary tasks carried out by DCIL Personal Assistants.

7.1.21 At no time should the Personal Assistant provide any auxiliary care services without the appropriate training. In the event that a Personal Assistant is required by a Leader or visiting professional to perform an auxiliary task, they should inform the Leader or visiting professional that they do not have the appropriate training to perform this duty. The matter should then be referred to the Service Manager who will arrange the relevant training, if appropriate, and with the consent of the HSE or referring organisation.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Terms of Employment Act 1994 - 2001

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 8. GOVERNANCE, MANAGEMENT & RECORDS

### 8.0 Recruitment

<b>Document Reference Number</b>	<b>8.0 Recruitment</b> (Governance, Management & Records)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**DCIL uses best recruitment practice to select the staff with the most appropriate personal qualities, experience/qualifications, competencies and skills.**

#### **PURPOSE:**

To ensure that DCIL attain the staff who are most suitable to meeting the needs of the service.

#### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff) employed working within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

- 8.0.1 DCIL identifies the competencies and personal attributes required of staff involved in providing support to the Core Team and recruits accordingly.
- 8.0.2 DCIL is consulted on the appropriate skills and expertise of staff and contributes to the development of their job descriptions.

- 8.0.3 Garda vetting is carried out on staff and volunteers with direct access to the individuals and references are taken up before they start working in the DCIL service. Confirmation is obtained of their identity and qualifications.
- 8.0.4 All staff has written job descriptions and a copy of their terms and conditions of employment prior to taking up post.
- 8.0.5 Job descriptions for staff that provide support to Leaders state the requirement that staff establish and maintain relationships with individuals that are based on respect and equality and that promote their independence.
- 8.0.6 Outside of the DCIL Core team, Leaders are free to employ a Personal Assistant of their choice. We do not encourage Leaders employing family members.
- 8.0.7 If Leaders need help with finding an appropriate PA for them, DCIL will assist and support with this.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Recruitment Act 2004

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 8.1 Garda Vetting

<b>Document Reference Number</b>	<b>8.1 Garda Vetting</b> (Governance, Management & Records)		
<b>Document developed by</b>	DCIL Manager & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**DCIL uses best recruitment practice to select the staff that have been Garda Vetted and are in a position to work with Vulnerable Adults.**

### **PURPOSE:**

To ensure that DCIL attain the staff who are have been Garda Vetted and deemed suitable to assist People with Disabilities.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed within the Donegal Centre for Independent Living.

### **PROCEDURE:**

- 8.1.1 Before a person is employed with DCIL, they must fill out a Garda Vetting Invitation form, which is returned to DCIL when completed.
- 8.1.2 Completed forms are then forwarded to the National Vetting Bureau/Garda Criminal Records Office ,Racecourse Road, Thurles, Co. Temporary

- 8.1.3 Only when the Vetting Process is complete can the employment commence.
- 8.1.4 It is mandatory for all relevant staff to go through the Garda Vetting process.
- 8.1.5 DCIL operates a policy of re-vetting all their Personal Assistants in line with current best practice – every 3-5 years.

**LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin

Sex Offenders Act 2001

Criminal Law Act 2003

The National Garda Vetting Bureau (Children and Vulnerable Persons Act (2012-2016)

**ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

**IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

**REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

## 8.2 Risk Evaluation

<b>Document Reference Number</b>	<b>8.2 Risk Evaluation</b> (Governance, Management & Records)		
<b>Document developed by</b>	DCIL Support & Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	April 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

### **POLICY STATEMENT:**

**From September 2010 DCIL will Endeavour to carry out**

**Risk Assessments on all Leaders involved with the service.**

### **PURPOSE:**

To ensure the Health and Safety of DCIL Staff and Leaders in their workplace / home, etc.

### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living, as well as leaders.

### **PROCEDURE:**

- 8.2.1 DCIL will carry out an Initial Risk Evaluation with all Leaders upon their referral to DCIL (see Appendix 8.2.10)
- 8.2.2 If the Risk Evaluation highlights any potential issues or dangers, these will need to be recognised and addressed.
- 8.2.3 In the event that a Risk has been identified this information must be shared with the Occupational Therapist, HSE and/or referring organisation.
- 8.2.4 It is the responsibility of the Personal Assistants and Leader to ensure that the recommendations from a Risk Assessment are adhered to.

- 8.2.5 It is the P.A's responsibility to assess risk on an ongoing basis. At no time should a P.A. participate in a task or work in an environment which they feel poses a potential risk to themselves or their Leader.
- 8.2.6 In the event that PA's are concerned about risks to themselves or Leaders, either in the tasks they are carrying out or the environment they are working in, this must be reported to the Leader and DCIL and will result in a Risk Re-Evaluation by DCIL's Training Officer
- 8.2.7 In the event that a Leader is concerned about potential risks, either in the tasks they are being supported with or in the working environment, they should inform their P.A and DCIL and this will result in a Risk Re-Evaluation by DCIL's Training Officer .
- 8.2.8 DCIL will reevaluate the Risk Assessment on a regular basic or where a potential risk has been reported or upon request from a P.A. or Leader.
- 8.2.9 DCIL must ensure the Health, Safety and Welfare of Leaders and Staff, ensuring they are working in a safe environment.
- 8.2.10 All Health, Safety and Welfare matters within DCIL will be overseen by DCIL's Quality and Safety Committee.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin  
[www.hsa.ie](http://www.hsa.ie)

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.

### 8.2.1 Risk Evaluation

DCIL's Risk Evaluation's primary purpose is to identify and reduce any potential risks for DCIL Personal Assistants while providing assistance to their Leaders. This Risk Evaluation should be adhered to in conjunction with additional Risk Assessments from referring organisations (please attach if applicable).

DCIL Initial Risk Assessment:  Date: \_\_\_\_\_

DCIL Scheduled Risk Review:  Date: \_\_\_\_\_

Dcil Risk Re-evaluation:  Date: \_\_\_\_\_

Reasons for DCIL Risk-evaluation

---

---

---

---

Completed by :

### 8.3 Service Assessment/Initiation of potential Leaders

<b>Document Reference Number</b>	<b>8.3 Service Assessment/Initiation of potential Leaders</b> (Governance, Management & Records)		
<b>Document developed by</b>	DCIL Management & Support and Development Team	<b>Document approved by</b>	DCIL Manager & DCIL Board Members
<b>Approval date</b>	May 2017	<b>Revision date</b>	March 2017
<b>Responsibility for Implementation</b>	DCIL Staff	<b>Responsibility for review and audit</b>	DCIL Support & Development Team

#### **POLICY STATEMENT:**

**DCIL endeavors to ensure that an initial assessment is carried out when meeting new potential Leaders.**

#### **PURPOSE:**

To ensure that DCIL attain Leaders who are capable of directing their own Personal Assistant Service.

#### **SCOPE:**

This policy refers to all DCIL Staff (Core Staff and Personal Assistants) employed working within the Donegal Centre for Independent Living.

#### **PROCEDURE:**

- 8.3.1 Individuals who wish to get a PA service are usually referred by a key worker to DCIL.
- 8.3.2 The HSE Home support panel will determine how many PA/Support hours that individual will need.
- 8.3.3 Before a PA service can be activated for this individual, DCIL will send a representative from the Core Team to meet and assess the individual by filling out the Service Assessment/Plan form.
- 8.3.4 If the DCIL representative recommends that the individual can direct their own PA Service, then all measures to set this up for the new Leader will be met, e.g. recruiting PA, etc.

8.3.5 The new Leader will then be notified by a welcome letter by the DCIL Representative.

8.3.6 All assessment forms will be kept in the Leader's file.

#### **LEGISLATION/ REFERENCES/BIBLIOGRAPHY /OTHER RELATED POLICIES:**

Centre for Independent Living, Carmichael House, Dublin  
Donegal Centre for Independent Living, Donegal

#### **ROLES AND RESPONSIBILITIES:**

It is the responsibility of DCIL staff to comply with the above policy.

It is the responsibility of the DCIL Support & Development Team to ensure the compliance of the above policy.

#### **IMPLEMENTATION PLAN:**

It is the responsibility of the DCIL Support & Development Team to roll out and implement the above policy to all DCIL staff.

#### **REVISION AND AUDIT:**

This policy will be reviewed in March 2020 by the DCIL Support & Development Team and Manager of DCIL.