

# KENT SHARED LIVES

## Policies & Procedures

Page 1 of 3

### (19) Standards of Conduct and Practice

#### Introduction

The purpose of this code is to set down and clarify what is meant by 'conduct' and to inform the people who use our services and the public of the standards of behaviour they can expect from employees and Shared Lives hosts.

Shared Lives managers and workers and Shared Lives hosts are part of the 'social care workforce'. The Health and Care Professions Council (HCPC) has issued a code of conduct for all health and social care workers which are designed to safeguard the wellbeing of the people using Shared Lives services. Shared Lives managers, workers and Shared Lives hosts are required to follow the HCPC Code of Conduct and Shared Lives has a responsibility to ensure this.

The Shared Lives code of conduct is specific for Kent Shared Lives and is compliant with the HCPC Code of Conduct.

*Failure to adhere to this code or any breach of its conditions may initiate the Kent Shared Lives disciplinary procedure. The disciplinary procedure only applies to employees of Kent County Council; where breaches occur in respect of hosts, immediate removal of the individual may occur, or a report may be submitted to the Shared Lives panel for consideration.*

#### RIGHTS

Social care workers must, to the best of their ability:

- Safeguard and promote the interests of the people using our services
- Strive to maintain the trust and confidence of people who use our services
- Respect choice, independence and the dignity of those using our services
- Protect the people who use our services, as far as possible, from danger or harm
- Balance the interests of the people using our services and those of society in general
- Take independent responsibility for their own working practices and knowledge base
- Through good practice, promote the work of Kent Shared Lives

Kent Shared Lives is a user-led service. As an employee or approved Shared Lives host **you must**:

- Support people's human rights
- Support individuals to take control of their own lives
- Support them to make choices regarding the services they receive
- Treat each person as an individual, offering the same standards of service to all, whilst working strictly to the individual's care and support plan (where applicable).

# KENT SHARED LIVES

## Policies & Procedures

Page 2 of 3

As a social care worker **you must**:

- Foster honesty and trustworthiness in others, by example
- Communicate in an open, articulate and appropriate way to ensure understanding
- Be reliable and dependable, honouring commitments
- Stating in writing any conflicts of interest and striving to ensure they do not influence your working practices

### **KEEPING PEOPLE SAFE**

As a social care worker **you must**:

- Challenge dangerous, abusive, oppressive, exploitative and discriminatory behaviour, using established procedures to report and confront issues.
- Take complaints seriously and follow the Shared Lives complaints procedure
- Adhere to rules about confidentiality, obtaining permission from those concerned to share information for specific reasons. Disclosure of confidential information without consent is only permissible if the individual or a member of the public is at risk of harm.
- Recognise and minimise the potential for power imbalances in relationships
- Use your authority and the trust others place in you in a responsible and respectful manner
- Follow practices and procedures designed to keep you and others safe from violent, dangerous, abusive, oppressive, exploitative and discriminatory behaviour at work
- Take necessary and reasonable action to avoid an individuals doing actual or potential harm to themselves or others

### **WORKING PRACTICES AND LEARNING**

As a social care worker **you must**:

- Work openly and co-operatively with colleagues and other professionals
- Recognise and respect roles, boundaries and expertise at all times
- Ensure that you never work under the influence of drugs, other than those prescribed and follow the Shared Lives policy on alcohol
- Adhere to Kent Shared Lives policy regarding smoking at work
- Inform Kent Shared Lives of any physical, mental, legal or emotional difficulties that may affect your ability to do your work both competently and safely.
- Ensure that you take up learning/training opportunities whenever possible
- Strive to continually improve your knowledge and skills, thus increasing your ability to work in a lawful, safe and effective manner
- Take responsibility for your working practices and contribute to the learning and developing of others
- Inform your Shared Lives if at any time you feel you do not have the skills or confidence to carry out duties expected of you under your job description

# KENT SHARED LIVES

## Policies & Procedures

Page 3 of 3

### ENHANCING PUBLIC CHOICE AND CONFIDENCE

As a social care worker, you **must NOT**:

- Abuse, neglect, oppress or violate the rights of anyone using our services
- Exploit individuals or colleagues in any way, physically or emotionally
- Violate or abuse the trust of people using our services or misuse information
- Abuse any access you have to other people's property
- Discriminate against or condone discrimination of individuals or colleagues
- Put yourself or other people at any unnecessary risk
- Accept personal gifts or bequests from people who use our services or anyone else you have become acquainted with through your work with Kent Shared Lives.
- Behave in a manner that may damage the reputation of social care or social work

Dishonest, indecent, violent, abusive or prejudicial behaviour, even if not directly connected to your employment, may call into question your suitability to work with Kent Shared Lives.

Information: [HCPC Code of conduct](#)