

Code of Practice for Employers

1. Make sure people you recruit are suitable to be social service workers and that they understand their roles and responsibilities. I will

- 1.1 Use thorough and safe recruitment processes to make sure that people with appropriate attitudes and values, and the potential to gain the necessary knowledge and skills enter the workforce.
- 1.2 Follow relevant safe recruitment guidance to check criminal records, registers and gaps in employment as part of assessing whether a person can carry out the duties of the job.
- 1.3 Request and provide accurate and appropriate information or references relating to a person's suitability to work in a specified role.
- 1.4 Give workers clear information about their roles and responsibilities, relevant legislation, and the policies and procedures they must follow in their work.
- 1.5 Provide clear information to workers about line management, communication and support.

2. Maintain a culture and have systems in place to support social service workers to meet their Code of Practice. I will

- 2.1 Lead, manage and supervise workers in a way that promotes kind and compassionate practice.
- 2.2 Lead in a way which values diversity, inclusion and equality and upholds individual rights.
- 2.3 Lead workers in a way that makes sure individuals and carers, where appropriate, are involved in decisions about their care or support.
- 2.4 Lead workers to continuously improve their practice and professional development, while ensuring their fitness to practise.
- 2.5 Promote an open culture where workers are supported to discuss ethical practice and professional boundaries.
- 2.6 Have systems in place to seek and use feedback from individuals, carers and others to shape and improve services and practice.

- 2.7 Have systems in place for workers to report resourcing or operational difficulties that might have an impact on care or support and work to address such problems with relevant authorities where necessary.
- 2.8 Enable a culture which supports workers to whistleblow when they feel that working practices are discriminatory, inappropriate or unsafe for any reason and take appropriate action to respond to concerns.
- 2.9 Support workers to meet the standards in their Code of Practice and not require them to do anything that might prevent that from happening.
- 2.10 Support workers employed from other professions to meet their own professional codes.
- 2.11 Report workers whose fitness to practise may be impaired to the relevant authority.

3. Provide learning and development opportunities to enable workers to strengthen and maintain their skills, knowledge and practice. I will

- 3.1 Provide good quality accessible induction and learning and development opportunities to support workers to carry out their role safely and effectively.
- 3.2 Support and prepare workers for new and changing roles, responsibilities, and developments in practice including digital.
- 3.3 Contribute to education and learning, providing effective workplace placements, assessments and practice learning opportunities.
- 3.4 Support workers who need to be registered with the SSSC to meet and maintain their conditions for registration and the requirement for continuous professional learning and development.
- 3.5 Make sure that all newly qualified social workers are provided with the required level of professional learning and development during the mandatory supported year to fully meet their continuous professional learning requirements.
- 3.6 Respond appropriately to workers who need support because they do not feel able, or well enough prepared, to carry out their work.
- 3.7 Provide effective and regular supervision that enables workers to develop and improve practice through reflection and feedback.

4. Maintain a culture that supports safety and protection while respecting the rights of individuals to take risks. I will

- 4.1 Have written policies and procedures in place to protect individuals, carers, workers and others from harm.
- 4.2 Put into action and monitor written policies and procedures, particularly about reporting allegations of exploitation, discrimination, harm, neglect or abuse to the relevant authority within appropriate timescales.
- 4.3 Make sure workers know and understand signs of exploitation, discrimination, harm, neglect and abuse and the action they must take.
- 4.4 Make sure that workers understand bullying, harassment or any form of discrimination is not acceptable and take action to deal with such behaviour.
- 4.5 Have procedures in place for a worker to report when a colleague's fitness to practise may be impaired.
- 4.6 Have procedures in place for a worker to report when practice has caused or may have caused harm or loss.
- 4.7 Deal with reports and allegations from workers promptly, effectively and openly.
- 4.8 Promote a culture that values everyone's safety and where violence, threats and abuse are not acceptable. Have policies and procedures in place for reducing and managing such incidents.
- 4.9 Be aware of the impact trauma may have on workers. Support workers who experience such trauma.
- 4.10 Be aware of the impact abusive behaviour may have on workers. Support workers who experience such behaviour.
- 4.11 Have policies and procedures in place that promote the health, safety, wellbeing and equality of workers and respect inclusion and diversity.
- 4.12 Support workers whose fitness to practise may be impaired and provide clear guidance about any restrictions on their work.
- 4.13 Report to the relevant authorities where practice has or may have caused harm or loss.
- 4.14 Have risk assessment policies and procedures in place.

5. Publicise and promote the Code of Practice for Social Service Employers and the Code of Practice for Social Service Workers to individuals and carers and cooperate with SSSC proceedings. I will

- 5.1 Follow the Code of Practice for Social Service Employers and tell workers about my responsibility to comply with it.
- 5.2 Inform workers about the Code of Practice for Social Service Workers and work with them to understand their responsibilities to comply with it.
- 5.3 Promote the importance and connection between the Code of Practice and other relevant frameworks and standards.
- 5.4 Inform individuals and carers of the Codes of Practice for Social Service Workers and Employers and provide details of how to raise issues relating to the Codes.
- 5.5 Take account of the Code of Practice for Social Service Workers when making any decision that relates to a worker's fitness to practise.
- 5.6 Follow guidance on making a referral to the SSSC about a worker whose fitness to practise may be impaired. If appropriate, tell the worker that you have made a referral.
- 5.7 Cooperate promptly with SSSC investigations and those of other authorities, including providing documents, attending hearings and responding to the findings and decisions.
- 5.8 Enable and support workers to cooperate with SSSC investigations and those of other authorities.
- 5.9 Take appropriate action on any SSSC findings about a worker's fitness to practise, including supporting a worker to meet any conditions on their registration.
- 5.10 Take appropriate action on the findings of other standard setting bodies to improve the service provided to individuals and carers.