

Easy Read



Gofal Cymdeithasol **Cymru**
Social Care **Wales**

Code of Professional Practice for Social Care



This is an Easy Read version of 'Code of Professional Practice for Social Care'

April 2017



Noddir gan
Lywodraeth Cymru
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How to use this document

This is an Easy Read version. The words and their meaning are easy to read and understand.



You may need help and support to read and understand this document. Ask someone you know to help you.

Some words may be difficult to understand. These are in **bold green writing** and have been explained in a box beneath the word.

If any of the words are used later in the booklet they are shown in **normal green writing**. If you see words in **normal green writing**, you can look up what they mean in **Hard words** on page 21.



Where the document says 'we', this means Social Care Wales.

To get more copies of this Easy Read version please contact:



Social Care Wales, South Gate House, Wood Street, Cardiff, CF10 1EW

Phone: 0300 30 33 444

Email: codes@socialcare.wales

Website: www.socialcare.wales



This document was made into Easy Read by Learning Disability Wales using Photosymbols.

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Introduction



What is Social Care Wales?

We work for the Welsh Government. We support **social care workers** to do their jobs well.

Social care workers support people who need **social care**. They include:

- social workers
- student social workers
- workers in a children's home
- bosses of care homes for adults
- bosses of people who support people in their homes.



Social care is when people have support to live in their home. Social care is also day centres and social workers.

Our job is to:



- keep a list of some of the people who work in **social care**



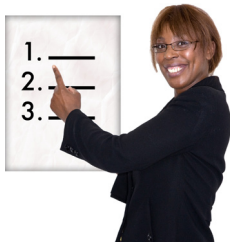
- tell **social care workers** what is important in their jobs



- make sure training for **social care workers** is good



- make sure workers in **social care** know what training there is for them. Help them to get the training they need



- help to make sure that **social care workers** know how to do their job properly.

What is the Code of Professional Practice for Social Care?



The **Code of Practice** tells **social care workers** how they must behave in their jobs.



A **Code of Practice** is a way that people have to behave.

Code is another word for rule.



All those on our list of **social care workers** agree to keep to the **Code of Practice**.

If workers do not do these things, they have to answer to:



- the person who employs them
- or us – Social Care Wales. We can remove them from the list of **social care workers**.



The last **Code of Practice** was written in 2002. It needed bringing up to date.



We asked people who work in **social care** to help us write the new **Code of Practice**.



In April 2017, Care Council for Wales changed its name to Social Care Wales.



We changed our logo and colours.



But we did not change the **Code of Practice**.



Who needs to know about the Code of Practice?



The **Code of Practice** tells everyone how **social care workers** need to work and behave. People who need to know about the **Code of Practice** are:

- **individuals**



An **individual** is a person who needs the support of **social care workers**.

- **social care workers**



- **bosses**



- **people who employ social care workers**



- **carers**



- **the public.**

Code 1

A social care worker will help you with your rights

They will listen to what you want

This means they will:



- work with you to help you live your life in the way you want. They will include you in all decisions about your life



- respect what you want. They will listen to you and your carers



- support your right to make all the decisions you can about your life



- keep things as private as they can. They will explain if they need to share things with others

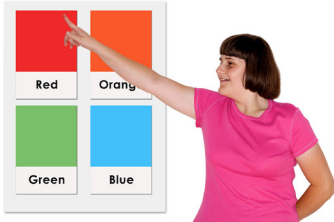


- make sure you have the same chances as other people

- make sure they do not treat you or your carers unfairly because of:



- what you believe



- what you prefer



- your culture



- the language that you speak



- your way of life.

Code 2

A social care worker will work for your trust and respect

This means they will:



- be honest with you



- write to you and talk with you in a way you can understand



- make sure you and your carers can say things in the way you choose. And in the language you find easy



- keep private things private. They will explain if they need to share some things with others



- do what they say they will do, when they say they will do it



- at times they may change what they have agreed to do. Then they will explain to you why



- tell you about anything that makes it hard for them to work with you



- not take presents or money from you or your carers. They are not allowed to.



Code 3

A social care worker will help you to speak up and be safe

This means they will:



- support you to be healthy and feel good about your life



- support your carers to be healthy and to feel good about their life



- support your right to speak up for yourself



- support the right of your carers to speak up for themselves

- be careful in work and keep you and themselves safe



- report **abuse**

Abuse is when someone hurts you or treats you badly.

- report when you are treated in a way that is unfair or not safe



- report anything around you that is not safe



- report when staff work in a way that is not good or safe



- support you and your carers to complain

- take care not to take choices away from you.

Code 4

A social care worker will respect your rights and help you be safe

This means they will:



- know you have the right to take risks



- support you to keep safe



- look at what may happen with any risk you take



- support you to be safe with any risk you take



- write all this down. Give it to other staff who need to know about this.

Code 5

A social care worker is trusted by everyone to do a good job

This means they will:



- not hurt or **abuse** you, your carers or other workers



- not treat you, your carers or other workers in an unfair way



- not use what they know about you or your carers in a bad way



- not behave with you or your carers in ways not good for you



- not accept others treating you in an unfair way



- not put you or other people at risk of being hurt



- not behave badly, in work or out of work.



Code 6

A social care worker will do a good job and get good training

This means they will:



- keep the rules of their job and the law



- write down what happens and what they are told



- be honest when things go wrong

- ask for help when they need it

- work well with others



- go on training to keep up-to-date

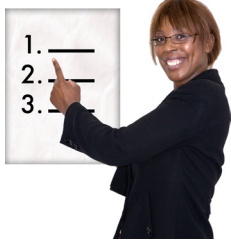


- help to answer any questions if something has gone wrong.

Code 7

A social care worker who is a boss will tell staff about these codes

This means they will:



- make sure staff know how to use these codes



- give staff teams time to talk about using these codes



- give staff training to help them do their job better



- meet with staff 1 to 1 to think about their job



- listen to what people say about staff



- tell them when they are doing a good job



- when they are doing a bad job sort it out straight away.

Hard words

Abuse

Abuse is when someone hurts you or treats you badly.

Code

Code is another word for rule.

Code of Practice

A Code of Practice is a way that people have to behave.

Individual

An individual is a person who needs the support of social care workers.

Social care

Social care is when people have support to live in their home. Social care is also day centres and social workers.

Social care worker

Social care workers support people who need social care. They include:

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