

## Contract for Live-In Carer

**The Client**

**The Carer**

**Period**

Rate £      per day

I hereby accept the terms and conditions of this agreement as laid out in pages two and three of this document.

On behalf of the

**Client**

**Carer**

**Signature**

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## Terms and Conditions

Self Employment The Carer acknowledges that she is self employed, and responsible for her own tax and National Insurance.

The Carer confirms that she has Insurance which covers her for

- Accident to both her and the Client
- Breakages
- Medication

### Pay Rates

- Level 1 Support - Light Housework, cooking, companionship - £100 per day
- Level 2 Support - Level 1 plus basic personal care - £110 per day
- Level 3 Support - Level 1 plus advanced personal care - £122 per day Breaks

The Carer is entitled to a 3 hour, continuous break, each day at a mutual time to be agreed. A good time is usually between 2.00pm and 5pm.

The Carer is also entitled to 8 hours break on the Sunday. This is a paid day.

If for any reason the break cannot be taken then the carer may claim at a rate of £10.00 per hour. A weekly register of this will accompany the carer's weekly bill.

### Working Hours

The Carer should not be on duty before 8.00am and should be off duty by no later than 9.00pm. When the shift is over the Carer will remain within the Client's home and will be on call.

### Carer's Billing

The Carer will Invoice you on the 8th day for the previous 7 days @ £100 per day therefore £700.00 per week and this is to be paid immediately via EFT to:

**Carers Name:**.....

**Bank Details** .....

Should the Client require more intense care then the role and rate of pay will be re-assessed

## **Carer's Bedroom**

Carer will have her own bedroom with key, a comfortable bed and linens and duvet, storage space for clothes, a comfortable chair, windows that open, bedside light and have her privacy respected.

## **Car Insurance**

The Client should add the Carer to the Clients Car insurance in advance of her arriving to insure convenience to Client and Carer. The Carer must be allowed to use the Car during her breaks.

## **Confidentiality, Privacy and Dignity**

The Carer will respect the Client's confidentiality, privacy and dignity at all times. The Carer will assist the Client in their home, helping them to remain independent and able to make their own choices. Carers will not discuss the Client with anyone but doctors, social workers, family members, or on hand over to another Carer.

## **Travel Costs**

The Client is expected to reimburse the Carer's incoming travel expenses, up to a maximum of £60.00. The Client is entitled to request receipts for travel.

**Bank Holidays** Double time will be charged for all Bank Holidays worked.

## **Night Calls**

If the Carer is woken during the night a charge of £10.00 per call will be levied. A night call will be considered as being time between 10.00pm and 7.30am. Each call shall not exceed 30 mins.

## **Board and Lodging**

The Carer will live with the Client board and lodging free. The client should allow for a sensible healthy diet to include fresh meat, fruit and vegetables.

The Carer will keep records of all purchases, with receipts.

## **Notice Period**

If the booking should be cut short or cancelled, for any reason, two weeks' fee will be paid to the Carer on cancellation. Should the client give an instruction for termination of contract and state date including notice period and at a later date change and bring forward the date. The original date is held and will include the two week notice period.

**Illness**

Should the Carer become mildly ill the Carer will continue with her duties to the best of her abilities but may need a lighter work load for several days. Please treat the Carer kindly, they are human too. Should the illness be serious then further arrangements may be deemed necessary.

**Change Over**

Change over shall be from midday to midday on a day agreed with the incoming carer. The Outgoing Carer is expected to give the Incoming Carer at least a one hour hand over.

**Protective Clothing**

The Client agrees to provide protective clothing, ie. gloves and aprons

**Journal**

The Carer will keep a daily journal about the Client's well being, health, bowel movements, visitors, and the day to day running of the house.

**Telephone**

Carers are not to use the Client's telephone without permission, unless it is an emergency.

**Internet**

Wifi The carer will have access to wifi at all times.

**Duties**

- Light housework
- Preparation and cooking of meals
- Shopping
- Driving and accompanying client to Dr's appointments etc
- Companionship
- Monitoring of health, communication and co-operating with Doctors, District Nurses, Health Visitors, Occupational Therapists, and Social Workers
- Pet care within reason
- Day to day running of the house
- Carers are not medically trained and will not dress wounds, cut fingernails and toenails, or give treatments of an invasive nature.