


MONITORING AND ACCOUNTABILITY

VERSION No	2	
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Policy Statement

It is required that all staff to act and practice at a level that protects our residents. The world has changed and today impulse reactions can be sent via information technology and be immediately visible in the public domain. Social media is now part of everyday life for a large majority of people and staff must be aware of the actions that can, even without intent, be intrusive and damaging for people and relationships within the work setting.

The policy also includes how this organisation monitors staff working hours and the actions that it takes if it discovers that staff have been falsifying timesheets or records.

The Policy

1. The Use of Time Sheets

Time sheets must be completed on a daily basis. The information will be cross-referenced with staff rotas to ensure that the correct payments are made. If upon receipt of wage payments there are any questions please contact **admin assistant** as soon as possible. The organisation will strive to ensure correct and timely payments are made on receipt of the above information.

The organisation expects honesty and transparency and will take disciplinary measures if it discovers that there has been deliberate falsifying of time sheets and workers have not been carrying out their agreed working hours. The outcome could result in a worker's dismissal.

2. Supervisions and Appraisals

Regular supervisions and the annual appraisal system will also be part of staff and workers overall monitoring.

Training Statement

All staff will be given training and advice on completing work sheets and their responsibilities when making visits to service users homes. This will be regularly updated.

Related Policies
Code of Conduct for Workers
Disclosure and Barring Service (DBS) Referral
Confidentiality

