

to Working in the UK!

We are so happy to have you as part of our team.

This leaflet will help you settle in, understand your role and know where to get support.



Your skills, compassion and dedication make a real difference every day.

Thank you!



1 YOUR ROLE



- Deliver safe, kind and person-centred care
- Treat everyone with dignity and respect
- Follow policies and procedures
- Report concerns
- Work as a team
- Attend training and supervision



2 WORKPLACE CULTURE



- It's OK to ask questions
- Speak up if you have concerns
- Teamwork and respect are important
- Managers may expect you to work independently after training



3 SAFEGUARDING

Protect people from abuse, neglect or harm.

TYPES OF ABUSE



Physical



Emotional



Financial



Neglect

WHAT TO DO

- 1 Report concerns immediately
- 2 Record facts clearly
- 3 Never ignore signs of abuse



4 MEDICATION & CLINICAL SAFETY



- Only do tasks you are trained and competent to do
- Follow medication policies
- Ask for help if unsure
- Report errors immediately



Never give medication without authorisation or sign for tasks you have not completed.

5 YOUR HEALTH & WELLBEING

It's normal to feel homesick or stressed. Support is available.



Talk to your manager



Peer support groups



Mental health support



Employee Assistance Programme



Ask for help early – you are not alone.



6 VISA & SPONSORSHIP



- Follow the conditions of your visa
- Keep documents up to date
- Inform your employer of any changes
- Renew before expiry dates
- Ask HR if you are unsure

7 MONEY MATTERS



- Open a UK bank account
- Understand payslips, tax and National Insurance
- Budget for rent, bills and travel
- Be aware of scams – never share your bank details

8 ACCOMMODATION



- Check rent, deposit, bills and agreement
- Know your rights as a tenant
- Report any housing problems



If you need help finding accommodation, speak to your manager or HR.

9 EQUALITY & RESPECT



We celebrate diversity and treat everyone fairly.



Racism



Bullying



Harassment



Discrimination

10 DOCUMENTATION



- ♥ Be accurate
- ♥ Be clear
- ♥ Be timely
- ♥ Be factual
- ♥ Be professional

If it's not documented, it may be considered not completed.

11 INFECTION CONTROL



Clean your hands Wear PPE as advised Clean equipment Stay home if unwell

Keeping everyone safe is everyone's responsibility.



12 SPEAK UP



Raise concerns about:

- Unsafe care
- Poor practice
- Bullying
- Discrimination
- Anything that doesn't feel right

Speaking up protects residents, staff and you.



13 IMPORTANT CONTACTS



Emergency: 999
NHS Non-Emergency: 111
Police (Non-Emergency): 101

Manager:
 Deputy Manager:
 HR Department:
 On-call Number:
 Safeguarding Lead:
 Occupational Health:

14 SETTLING INTO LIFE IN THE UK

REMEMBER...

♥ You are important

