

## Direct Payments

### Factsheet – Training Personal Assistants

You choose to employ your own Personal Assistants (PAs), the person assisting you with drawing up your support plan and your insurance provider can help you think through what you need to do to become a responsible employer. This will include thinking through any training you/your staff will need to undertake.

You need to make sure any staff you employ are able to carry out the tasks you expect of them and do not put you or themselves at risk of being injured. Therefore, it is particularly important that you and your staff understand the implications of any moving and handling tasks expected of them. Insurance companies state that they will only pay out if the PA is trained in moving and handling by an appropriate trainer.

Employers are required to provide their staff with instruction, information, training and supervision. In particular health and safety legislation applies to employers of 5 or more staff who are then legally required to provide training. We strongly recommend that you identify your own training needs so that you can provide some formal guidance/training to your PA(s). The council's Direct Payment Support Team will be able to advise on this and also provide information about suitable available training. We also recommend that they/you access the training courses you have identified. This may mean attending some courses together.

If your PA has not already undertaken training, and depending on the tasks they will be asked to undertake, the sorts of courses you may need to consider are, for example:

Moving and Handling – if **you're** PA supporting you with any moving and handling tasks, they will need to have Moving and Handling training.

- First Aid
- Infection Control
- Food Hygiene
- Administration of Medication
- Health and Safety

## Where can I get more information?

If you would like help with assessing your social care needs, please contact the council's **First Response Team**.

First response team: **020 8489 1400**  
[firstresponseteam@haringey.gov.uk](mailto:firstresponseteam@haringey.gov.uk)

If you would like more information on direct payments or would like support with your direct payment, please contact the Direct Payments Support Team.

Direct Payments Support Team:  
**Phone: 020 8489 8456**  
Email: [PersonalBudgetSupport@haringey.gov.uk](mailto:PersonalBudgetSupport@haringey.gov.uk)

If you have a mental health problem:

If you need help in a crisis you can now self-refer to the Crisis Resolution Home Treatment service 24 hours a day, 7 days a week, **Lea Unit, St. Ann's Hospital - Haringey 020 8702 6700**.

If you are a carer and would like more information on receiving support, please contact Haringey Carers First.

Haringey Carers First.  
<https://www.carersfirst.org.uk/haringey>  
**Phone: 0300 303 1555**  
Email: [hello@carersfirst.org.uk](mailto:hello@carersfirst.org.uk)  
Address: Resource Hub, 1 Russell Road, Leyton, E10 7ES

Department of Health:

Website: [www.dh.gov.uk/policyandguidance](http://www.dh.gov.uk/policyandguidance)

Then search on direct payments for detailed information. This gives information on policies and guidance relating to direct payments. Also available to order - **'An easy guide to direct payments, for those with a learning Disability**.

## Skills for Care:

The Skills for Care website provides more information on what is a Personal Assistant (PA) and what is involved if you want to use your direct payment to employ a PA:

<http://www.skillsforcare.org.uk/individualemployers>

This information is presented in a range of toolkits. If you are unable to access the Skills for Care website, you can call **0113 245 1716**.

Please follow the links below for further information on funding and other resources available from Skills for Care:

Benefits of employing a personal assistant	<a href="http://www.employingpersonalassistants.co.uk/benefits-of-employing-a-personal-assistant/">http://www.employingpersonalassistants.co.uk/benefits-of-employing-a-personal-assistant/</a>
Recruiting a personal assistant	<a href="http://www.employingpersonalassistants.co.uk/recruiting-a-personal-assistant/">http://www.employingpersonalassistants.co.uk/recruiting-a-personal-assistant/</a>
Before your personal assistant starts	<a href="http://www.employingpersonalassistants.co.uk/before-your-personal-assistant-starts/">http://www.employingpersonalassistants.co.uk/before-your-personal-assistant-starts/</a>
Managing your personal assistant	<a href="http://www.employingpersonalassistants.co.uk/managing-your-personal-assistant/">http://www.employingpersonalassistants.co.uk/managing-your-personal-assistant/</a>
Training and qualifications	<a href="http://www.employingpersonalassistants.co.uk/training-and-qualifications/">http://www.employingpersonalassistants.co.uk/training-and-qualifications/</a>
Sorting out problems	<a href="http://www.employingpersonalassistants.co.uk/sorting-out-problems/">http://www.employingpersonalassistants.co.uk/sorting-out-problems/</a>