

# LD03 - SSSC Registration Policy

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<b>Owner:</b>	Michael Catlin	<b>Job Title:</b>	Head of People & OD
<b>To be issued to:</b>		Board of Management Ark Management All Staff	
<b>Method of Delivery:</b>		E-learning Sign Off Module	

## Version Control

Date	Owner	Version	Reason for Change
Oct 2023	Michael Catlin	1	Cyclical review due & transfer to new template.

## Summary of Changes

Section	Change
1	Values updated from old values to current values.
6.4	To better define manager responsibilities.
6.5	To better reflect employee responsibilities and changes to legislation.

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## 1.0 Ark's Values

Ark's values are true to the core purpose of the organisation and the services we deliver. They determine our behaviours towards one another and what we should expect in our relationships with one another. Working within the following values will guide and help us deliver our vision and mission of Ark being an organisation where everyone is equal:

### Trust

We have confidence in our people to deliver excellent services and trust in them to do so. We will develop trusting and honest relationships and our customers will feel assured that they can rely on us to deliver.

### Respect

We treat everyone fairly and we listen. We are respectful of each person with whom we come into contact and expect our people to respond professionally and treat others as they would wish to be treated.

### Understanding

We will operate with empathy and compassion and approach each situation with an open mind. We will question and challenge to ensure we achieve the right outcomes for customers and our people.

### Equality

We believe everyone is equal and expect our people to create positive experiences where everyone feels valued and included.

### Integrity

We will do the right thing and take responsibility for our actions. We will work together to uphold the highest standards of behaviour and practice.

## 2.0 Purpose

The purpose of the SSSC Registration policy is to provide a description of the responsibilities and timelines associated with registration with the Scottish Social Services Council (SSSC) for all Ark Care and Support staff members, including managers.

## 3.0 Policy Statement

The main objective of the SSSC Registration policy is to ensure that all Care and Support staff are provided with the information that they need to ensure that they are appropriately registered with the SSSC while they are employed by Ark.

## 4.0 Scope

The SSSC Registration policy will apply to all permanent, temporary and relief workers, in Ark's care and support services.

## 5.0 Legal/Regulatory Framework

The SSSC oversees the registration of social services workers in Scotland. Ark's SSSC Registration policy is derived from the following overarching legislative and regulatory requirements:

- Regulation of Care (Scotland) Act 2001
- The Regulation of Care (Fitness of Employees in Relation to Care Services) (Scotland) (No 2) Regulations 2009.
- SSSC Combined Registration Rules 2017, which combines the 2016 Rules, and both previously issued Amendment Rules documents to describe the specific registration requirements for different staff groups in more detail.

## 6.0 Responsibilities

### 6.1 Board of Management

Ark's Board of Management is responsible for consideration and approval of this policy.

### 6.2 Executive Team

Ark's Executive Team is responsible for ensuring that this policy is reviewed in accordance with Ark's schedule for review of policies, or sooner if required.

### 6.3 Operational Management Team

Ark's Operational Management Team is responsible for review of the policy, and for ensuring that relevant measures are put in place in order to implement its requirements.

### 6.4 Managers

Ark Care & Support managers will be responsible for the effective implementation of this policy. They must also ensure that each member of their staff, through induction is made aware of this policy. Managers, with support from L&D and HR, must ensure that all Care & Support employees are aware of the requirement to register. Information will be given to each employee as part of their conditional offer of employment. All Ark Care & Support managers must be aware of the specific registration requirements a potential new employee

may have and the implications non-registration may have for the service.

All Ark Care & Support managers must ensure that they use all communication opportunities such as supervision and team meetings to encourage and remind employees of their individual responsibility to be registered and their responsibility to renew their registration when required.

## 6.5 All Staff

All Ark Care & Support staff and People & Organisational Development team members are required to familiarise themselves with this policy.

It is the responsibility of the Care and Support staff to ensure that they:

- Are aware of their current registration requirements.
- Are appropriately registered with the SSSC by the required date which is within the first 6 months of their employment start date with Ark or within 6 months of changing specific job roles within Ark (e.g. changing from Support Worker to a Manager role or vice versa).
- Maintain their registration by renewing it as necessary.
- Pay the appropriate initial fee and subsequent renewal fees.
- Meet any conditions imposed on them by the SSSC, such as gaining the required qualifications within 5 years of the registration date.
- Provide the SSSC with any further information they require.
- Undertake relevant training (formal or informal) to maintain and improve their knowledge and skills and contribute to the development of others and keep a record of that training. Comply with the Codes of Practice for Social Services Workers and Employers (SSSC, 2016).

## 7.0 Principles of SSSC Registration

### 7.1 General Principles

The Register of Social Service Workers in Scotland opened April 2003. Registration is a major part of the drive for higher standards in social services, bringing this workforce in line with other professional colleagues.

Ark will ensure that it takes any necessary steps where a worker fails to fulfil their registration requirements, which may include invoking Ark's disciplinary procedures.

## 7.2 Ark Process for Registration

Ark has developed and put in place internal processes, databases and employee communications to track registration applications for new and existing staff who are eligible to register.

The purpose of this process is twofold:

- To ensure that new and existing staff understand their obligation to register and then maintain their registration.
- To ensure that Ark does not employ or continue to employ people who have failed to register or have failed to maintain their registration.

The Learning and Development (L&D) team owns the process and details of it can be obtained by asking one of L&D team members.

## 7.3 Registration Fee and Annual Fee Renewal

Ark will reimburse the initial fee when a permanent employee registers with the SSSC for the first time. The employee will need to pay their fee as part of the registration process and then claim it back through their expenses on 'My View'. A receipt of the payment must be presented to payroll.

Employees are required to pay a regular fee (every year) to ensure that their registration is renewed and they continue to be registered. Ark will not pay or make any contribution towards any renewal or re-registration fee subsequent to the initial fee for registration.

If a worker fails to pay their annual fee they will be taken off the relevant register and therefore may be subject to the Ark Disciplinary processes (Please see the HR18 Disciplinary Policy). They may be unable to continue to be employed by Ark because of a failure to be registered.

## 7.3 Failure to Register

It is an offence under the relevant legislation for Ark to employ:

- A person who fails to become registered within the timescales described by the SSSC.
- A person whose registration lapses as a result of their failure to appropriately renew their registration.

If a person fails to become registered or appropriately renew their registration then their continued employment will be at risk and their contract of employment may be terminated.

## 8.0 Related Policies & Procedures

LD01 Learning & Development Policy  
HR18 Disciplinary Policy

## 9.0 Equality Impact Assessment (EIA)

No potential equalities issues have been identified in relation to the development of this policy, and consequently, an EIA has not been completed.

## 10.0 Data Protection Impact Assessment (DPIA)

A DPIA has not been completed in relation to the development of this policy.

## 11.0 Stakeholder Consultation

In developing this policy the following groups were consulted:

- Ark Board of Management;
- Ark Executive Team; and
- Ark Operational Management Team
- Unite the Union

## 12.0 Monitoring and Review

### 12.1 Monitoring

Ark's Executive and Operational Management Team will monitor implementation of this policy on an ongoing basis. The Organisational Development team monitor the SSSC registration process for all relevant staff and report compliance to the Board on a quarterly basis.

### 12.2 Review

This policy will be reviewed within 3 years from the date of approval by our Board of Management, in accordance with Ark's policy review framework.