SSSC Registration Policy

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Owner:	Walter Kane	**Job Title:**	Head of OD
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Version Control

Date	Owner	Version	Reason for Change
Mon Oct 2020	**Insert Name** Walter Kane	**Insert No.** 3	Update to new template

Summary of Changes

Section	Change
1	Policy updated in new template
2	No substantial changes to policy

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1.0 ARKs Values

Our organisational values are the basis for everything that we do from providing housing, care and support to tenants and service users to ensuring staff have channels in which they can raise issues. ARK believes that everyone should have the opportunity to lead a happy, healthy and safe life. We value:

- The worth of each person
- Trusting relationships
- Understanding difference
- Challenging oppression
- Personal and organisational accountability
- Caring for our physical environment
- Enjoyment

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.

3.0 Policy Statement

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

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.

6.3 Senior Leadership Team

ARK's Senior Leadership Team (SLT) is responsible for review of the policy, and for ensuring that relevant measures are put in place in order to implement its requirements.
The SLT is also responsible for ensuring that ARK complies with the SSSC Codes of Practice for Social Services Employers.

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.
Ensure that all Care & Support employees and relief workers 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 particular 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 OD team members are required to familiarise themselves with this policy.

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

- Are aware of their current registration requirements
- Are appropriately registered with the SSSC by the required date within the first 6 months of their employment with ARK.
- Maintain their registration by renewing it as necessary.
- Pay the appropriate fee or renewal fee.
- Meet any conditions imposed on them by the SSSC, such as gaining the required qualifications.
- Provide the SSSC with any further information they require.
- 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 on 1 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.

Details for this process can be found in ARK's "How To Guide" for registration.

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 Disciplinary Policy, HR-18).. 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.

9.0 Equality Impact Assessment (EIA)

Will be completed after EIA template is approved

10.0 Data Protection Impact Assessment (DPIA)

A DPIA has been completed in relation to the development of this policy.

11.0 Stakeholder Consultation

This policy was circulated for comment and feedback to the following groups, prior to approval.

- ARK Board of Management;
- ARK Executive Team;
- ARK Senior Leadership Team;
- Unite the Union.

12.0 Monitoring and Review

12.1 Monitoring

ARK's Executive and Senior Leadership Teams will monitor implementation of this policy on an ongoing 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.