

# Direct Payments Factsheet – Keeping Safe



You may be thinking about employing your own Personal Assistant. It is important to take certain steps to try and make sure that there is not any threat to you from other people who may harm you.

We believe that it would be better for you to have help and advice from Barrie Bookkeeping if you decide to look at employing your own staff. This service is free to you. Barrie Bookkeeping will give you all the advice you need at each stage of employing your own staff.

The Council will conduct a criminal records check known as a DBS check on the person you want to employ. We ask that you think about this a lot when you employ your own staff. The fee for this is paid for you by the Council.

If you choose not to use Barrie Bookkeeping to help you and give you advice there are several important things, we will ask you to think about to keep yourself safe when you advertise and meet possible staff to see if they are suitable.

Follow this process to keep yourself safe:

1. Do not put your home address, telephone number or details about yourself on the job advert. You could ask the Job Centre to advertise for you.
2. The Job Centre have their own process which will help you to stay safe or you can perhaps use a mailbox number.
3. Request two written Job References from the people you interview and follow them up.
4. When you interview people do it away from your home address if you can and have someone with you to support you.
5. You must comply with employment legislation and the Council strongly advises you have support to do this.
6. When the Personal Assistant first starts working with you it is advised that you arrange for a friend, parent, or someone you trust to support you at the same time.

If you still choose to recruit staff without the help of Barrie Bookkeeping, please talk to your social worker about it so that the Direct Payments Team can give you information on how to do this safely.

If you choose to use an agency the law says that care agencies must be registered with the Care Quality Commission. Please discuss this with your social worker who will advise you how to do this. The Council strongly advises that you only use an agency that is registered.

Remember – always ask for help if you think you need it.

## Who to contact

Barrie Bookkeeping - Tel: 01902 912895  
Email: [DP@barriebookkeeping.co.uk](mailto:DP@barriebookkeeping.co.uk)

Adult Social Care - Tel: 01902 551199

Disabled Children and Young Person's Team - Tel: 01902 550911

Direct Payments Team - Tel: 01902 551294 (Option 6)  
Civic Centre  
St Peter's Square  
Wolverhampton  
WV1 1RT  
Email: [direct.payments@wolverhampton.gov.uk](mailto:direct.payments@wolverhampton.gov.uk)

[wolverhampton.gov.uk/adultsocialcare](http://wolverhampton.gov.uk/adultsocialcare)

Direct Payments Team