

# Steps to becoming a Shared Lives carer



If you're thinking about joining our Shared Lives team as family carer, one of the first things you'll want to know is what you have to do and what the process involves. We will talk you through each stage but here is the brief step by step guide.

## 1 Find out more:

Choosing to become a Shared Lives carer is a life changing decision and we urge you to find out as much about it as possible. You can do this by attending one of our Shared Lives event, speaking to other shared lives carers, looking at our website [www.barnsley.gov.uk/sharedlives](http://www.barnsley.gov.uk/sharedlives) and associated charities such as Shared Lives Plus <http://www.sharedlivesplus.org.uk/>

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## Making an application:

If you want to move forward and apply to become a Shared Lives carer, please contact our Shared Lives team on (01226) 775023 or by emailing [barnleyssharedlives@barnsley.gov.uk](mailto:barnleyssharedlives@barnsley.gov.uk)

We can then talk you through the application process where we will come out to meet you, your partner if you have one, and other members of your household, including any pets. This is the start of the joint process of looking at what's involved, answering any questions you have, discuss things we will need to ask you about and checks we will need to make.

You'll find a copy of application form and job description in this information pack.

You are not drawn into a commitment at any stage up to the point you want to make it.

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## Checks and references:

We will ask you your consent to carry out background checks, including Disclosure and Barring Service (DBS) checks. We will also ask for personal references and employers references for a period of ten years work experience. It is important that you tell us about any criminal offences or health concerns. In many cases they will not affect your application going forward. This process takes about 12-16 weeks to complete.

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## Assessments:

You'll need to complete a written assessment to demonstrate your skills, abilities and experience. We will help you each step of the way with your assessment and will provide you with a list of the evidence that we'll need to assess your suitability to join the scheme.

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## Approval:

All of your paperwork will then be submitted to an approval panel, together with your reference and background checks. Usually the Shared Lives staff member who has supported you through the process will attend the panel on your behalf to present your assessment, but sometimes the panel can choose to meet you if they need more information before making their decision.

The panel meetings are held four times a year.

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## Preparation training:

When you have been approved you will be invited to attend training courses to gain the qualifications and skills that are required for the role. We have a minimum standard of training that you'll need to achieve.

***You're approved. Welcome to Shared Lives family. Your journey begins here.***

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## What happens if I'm not approved?

If your application to become a Shared Lives carer is not approved, then you can make an appeal to a decision maker. We can supply you with all the information that is required to decide which route is right for you and so you can start your appeal if you wish to do so.

