

Modern Day Slavery Statement

for the 2018/19 financial year

INTRODUCTION

This statement is made pursuant to section 54 of the Modern Slavery Act 2015 and sets out the steps that The Care Bureau Ltd has taken, and is continuing to take, to make sure that modern slavery or human trafficking is not taking place within our business or supply chain during the year ending 31 March 2019.

Modern slavery encompasses slavery, servitude, human trafficking and forced labour. The Care Bureau has a zero tolerance approach to any form of modern slavery. We are committed to acting ethically and with integrity and transparency in all business dealings and putting effective systems and controls in place to safeguard against any form of modern slavery taking place within the business or our supply chain.

ABOUT THE ORGANISATION

The Care Bureau is a family business established in 1997 and is a Domiciliary Homecare, Live In Care and recruitment agency who specifically recruit staff into healthcare. We provide services to Nursing and residential homes, hospitals and private clients, Homecare and Live In care to both industrial and private clients. The Care Bureau is able to provide staff to all areas of the Nursing profession, catering for the needs of many. Our staff are fully trained to a standard expected by our customers in both Nursing Establishments and home-based customers. Our registered staff are fully qualified and experienced nurses who are able to provide full nursing care.

Our Senior Management team has the benefit of over 80 years of Registered Nursing experience, as well as many years of experience & training as Registered Managers in Nursing Homes, Residential Homes & Domiciliary Care. This wealth of knowledge ensures that we draw from past experience and current knowledge to provide the best service available.

OUR HIGH-RISK AREAS

- **Recruitment:** This risk is mitigated by
 - Safe recruitment standards consistent with sector requirements
 - Criminal Record Checks
 - Identity Checks
 - Right to Work Checks
 - Supporting policies, procedures and training

- **Suppliers:** This is mitigated by
 - Approved provider process
 - Contractual terms
 - Trusted suppliers
 - Using the Modern Slavery & Human Trafficking Due Diligence Questionnaire

OUR POLICIES

The Care Bureau is aware of our responsibilities towards clients, employees and the local community and expect all our suppliers to adhere to the same ethical principles. We are committed to ensuring that there is no modern slavery or human trafficking in our supply chains or in any part of our business. Our internal policies replicate our commitment to acting ethically and with integrity in all our business relationships.

We operate a number of internal policies to ensure that we are conducting business in an ethical and transparent manner. These include:

Recruitment policy: We operate a robust recruitment policy, including conducting eligibility to work in the UK checks for all directly employed staff, and agencies on approved frameworks are audited to provide assurance that pre-employment clearance has been obtained for agency staff, to safeguard against human trafficking or individuals being forced to work against their will

Equal Opportunities: We have a range of controls to protect staff from poor treatment and/or exploitation, which comply with all respective laws and regulations. These include provision of fair pay rates, fair terms and conditions of employment, and access to training and development opportunities

Safeguarding policy: We adhere to the principles inherent within our safeguarding policy. These provide clear guidance so that our employees are clear on how to raise safeguarding concerns about how colleagues or people receiving our services are being treated, or about practices within our business or supply chain.

Whistleblowing policy: We operate a whistleblowing policy so that all employees know that they can raise concerns about how colleagues or people receiving our services are being treated, or about practices within our business or supply chain, without fear of reprisals.

Standards of business conduct: This code explains the manner in which we behave as an organisation and how we expect our employees and suppliers to act.

Our approach to procurement and our supply chain includes:

- Ensuring that our suppliers are carefully selected through our robust supplier selection criteria/processes
- Using the Modern Slavery & Human Trafficking Due Diligence Questionnaire
- Supplier adherence to our values. We are zero tolerant to slavery and human trafficking and thereby expect all our direct and indirect suppliers/contractors to follow suit. Where it is verified that a supplier has breached the child labour laws or human trafficking, then this provider will be excluded in accordance with Regulation 57 of the Public Contracts Regulations 2015.

TRAINING

Advice and training about modern slavery and human trafficking is available to staff through our mandatory safeguarding children and adults training programmes, and our safeguarding policies and procedures. It is also discussed at our compulsory staff induction training.

We are looking at ways to continuously increase awareness within our organisation, and to ensure a high level of understanding of the risks involved with modern slavery and human trafficking in our supply chains and in our business.

OUR PERFORMANCE INDICATORS

We will know the effectiveness of the steps that we are taking to ensure that slavery and/or human trafficking is not taking place within our business or supply chain if:

No reports are received from our staff, the public, or law enforcement agencies to indicate that modern slavery practices have been identified.

“Care for People....
....People For Care”™



APPROVAL FOR THIS STATEMENT

This statement was approved by the Board of Directors

Name (Director) *Matthew Dunster*

Signature

A handwritten signature in black ink, appearing to be "MD" with a long horizontal stroke extending to the right.

Date *13th February 2018*