Health and Care Professions Council and Social Work England

**Professional Registration Guidance**

# PURPOSE

This guidance is to support all staff required to be registered with Health and Care Professions Council (HCPC) or Social Work England as part of their role. This guidance has been produced to ensure those staff are fully aware of their contractual obligation to be registered.

Telford & Wrekin Council has a responsibility to ensure professional standards are met, recognising the importance of conducting both pre and post-employment checks.

This guidance applies to all individual employees who are required to be registered with the relevant regulatory/licensing body in order to continue their area of practice.

Individuals employed by agencies and other contractors will be expected to adhere to the standards required in this guidance.

# RESPONSIBILITIES

In order to protect the public and ensure high standards of professional practice it is a legal requirement that the organisation may only employ registered practitioners in qualified clinical positions. This includes all Social Work and Occupational Therapy roles.

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| Role | Responsibilities |
| Service Delivery Manager | Oversee the implementation of this guidance and to ensure that managers take action to meet the organisation’s obligations to ensure equity and consistency. |
| Team Leader | Implement this guidance and to act on concerns or issues raised in a sympathetic, sensitive and supportive manner. |
| HR | Advice and/or support to Team Leaders and employees in relation to the application of this guidance in relation to HR policy, procedure and guidance. |
| Employee | A responsibility to familiarise themselves and act in accordance with this guidance and their identified registering body, including their responsibilities towards their Continued Professional Development. |

Employees are responsible for maintaining their registration with their relevant professional body (HCPC & Social Work England).

Individuals who are not directly employed by the organisation (e.g. agency workers) but who nevertheless are engaged in work that requires professional registration must also hold current registration. The organisation will ensure that there are processes in place to check the on-going registration of such workers.

Telford & Wrekin are committed to the highest standard of practice from all its employees. To support those employees who require registration with a professional body, employees are supported with their registration/renewal fees.

***Please see Appendix A for registration form.***

# PROCESS

**Employee’s Responsibility**

1. It is ultimately the responsibility of all employees who require professional registration to practice as contained within their job description to ensure that registration with their professional body remains current at all times and that they abide by their professional code of conduct.
2. Employees/contractors must disclose to the organisation any conditions attached to his/her registration at the earliest available opportunity.
3. During the course of their employment employees must, on request by management, provide evidence that their registration has been renewed in accordance with procedures laid down.
4. To provide proof of renewal to their Manager.
5. Failure to maintain professional registration and comply with the requirements of the registration may result in disciplinary action under the Council’s Disciplinary Procedure and Code of Conduct.
6. Lapsed registrations amount to a breach of terms and conditions of employment and may result in dismissal under the Council’s Disciplinary Procedure or for some other substantial reason.
7. The registration lapse will be recorded in the employee’s personnel file, repeated lapses in

registration may result in disciplinary action under the Council’s disciplinary procedure.

# Registration of Temporary Staff from External Agencies

It is essential that all Contractors / Agencies the Council engages with fully meet all legal and regulatory requirements. This includes, but is not limited to, the General Data Protection Regulation GDPR (2018), Disclosure and Barring Service requirements, Registration with the appropriate Professional Bodies where appropriate, confirmation of Fitness to Work, and working within the 5 EWTD regulations (Working Time Directive 1993 and Working Time Regulations 1998).

In this respect the onus must be placed on the supplier (Contractor /Agency) to ensure all relevant workers fulfil all legal and regulatory requirements. Telford & Wrekin Council will ensure it is protected contractually in the event of a supplier not fulfilling these obligations.

# Procedure for Checking Registration – Pre-Employment

All successful candidates who have a professional registration with HCPC or Social Work England relevant to their role are required to provide documentary evidence of up to date registration prior to appointment. A HR representative dealing with pre-employment matters will check with the relevant regulatory body (HCPC & Social Work England) to determine that the registration is valid.

Where professional registration is a requirement of the post on-going registration as outlined above will be monitored through this guidance.

It is the line manager’s responsibility to ensure that staff who require HCPC or Social Work England registration have this in place.

# Procedure for Monitoring Ongoing Registration

The line manager will monitor all professionally registered staff to highlight staff due to renew their professional registration and any staff whose registration has lapsed.

# Procedure for Dealing with Lapsed Registrations

# Line Manager

Team Leaders, Assistant Team Managers, and/or Senior Social Workers who identify a lapsed registration must take immediate action.

Immediate actions will include:

* Contact the member of staff immediately.
* Ensure the person is withdrawn from undertaking the duties of a qualified clinician or professional with immediate effect.
* Carry out a risk assessment on any duties carried out since registration has lapsed.
* Discuss the options with Human Resources and the employee.
* Check re-registration with the relevant regulatory body, receive proof of renewal and to evidence this in the personal file.

When considering action to be taken, line manager will take account of the following factors:

* Length of time since registration has lapsed.
* Reason(s) put forward for non-renewal.
* Whether the individual has knowingly continued to practice without registration and has failed to notify management.
* Any previous occasions when the individual has allowed their registration to lapse.
* Whether the individual has attempted to conceal the fact that their registration has lapsed.

The line manager in consultation with a Human Resources representative will consider the following options:

* Consider moving them into an unqualified post and pay them the rate of that post until they regain their registration.
* Allow the individual to take annual leave or time owing until their registration is renewed within an agreed time frame.
* Allow the individual to take unpaid leave where no annual leave is available.
* Invoke the disciplinary process by conducting a disciplinary investigation.
* Suspend employee
* Stop any duties relating to the Social Work and Occupational Therapy requirement of the role.
* Consider whether or not to suspend or not suspend the employee / worker.
* Where feasible, consider transferring the individual staff member to another area within the organisation that offers a non-customer contact role that is of equal value.

# Employee

Staff who recognise that their registration has lapsed must take immediate action. Immediate actions will include:

* Inform their line manager immediately.
* The line manager should inform HR immediately.
* Re-register with the professional body (HCPC or Social Work England) within 1 or 2 working days.
* Withdraw from clinical/professional practice with immediate effect in discussion with their line manager.
* Provide proof of renewal to the line manager and HR.
* Provide proof and clarification of registration number if there is a discrepancy in data.

# Failure to comply with maintaining your professional registration may result in disciplinary action.

**RAISING CONCERNS**

HCPC and/or Social Work England may receive information from members of the public or another source about an employee which may mean that Telford & Wrekin Council is asked to provide information as their employer or line manager.

This may include a person’s record who has complained or more information about a particular incident.

Registrants can continue to practice while the HCPC and/or Social Work England continue to investigate a case unless an interim order has been imposed preventing them from practicing or placing restrictions on their practice. This will run in tandem with any disciplinary process that may arise from the concern being raised.

Team Leaders have a key role in reviewing whether concerns raised meet the threshold for disciplinary investigation and whether there is a need to inform the HCPC and/or Social Work England of the concern/disciplinary matter raised.

HCPC Guidance for Employers and Social Work England Professional Practice Standards for Social Workers should be used to establish the threshold for referral against fitness to practice. Both HCPC and SW England publish fitness to practice guidance.

Employees should be advised of actions being taken in this regard as part of the disciplinary notification and the reference number from the Regulatory Bodies will be recorded in any disciplinary procedures.

HCPC and Social Work England must be notified if managers have:

* Concerns about the behaviour or actions about the employee in relation to fitness to practice.
* If the employee is suspended and/or dismissed.
* A decision has been made to downgrade the employee (i.e. restrict the work they can do; place them under supervision; or move them to a lower skilled or lower paid job).

# REVIEW AND REVISION

This guidance will be jointly reviewed with HR and staff representatives on an annual basis and any issues raised by the review will be discussed.

Minor amendments to the guidance to take account of changes in organisational arrangements or legislation/codes of practice can be made where required.

**Appendix A**

**HCPC/Social Work England**

**As part of your Social Work or Occupational Therapy role with Telford & Wrekin Council you are required to be registered with your identified regulatory body – HCPC or Social Work England. Please note that you are not able to practice under your professional title if you are not registered with the HCPC/Social Work England.  
  
You are required to complete this form to confirm your registration details.**

**Name**

**Job Title**

**Employee Number**

**HCPC/SWE Registration Number**

**Date Qualified as a Social Worker/OT**

**Registration Expiry Date**

**Team**

**Team Leader’s signature confirming**

**proof of payment .**

**Please complete the following sections:**

**I can confirm that I have registered with Social Work England or Health & Care Professions Council and I have paid for my registration by:-**

* **Team’s Credit Card**
* **Direct Debit (4 instalments of £45) - (should not be used for current employee renewals)**
* **First Registration Fee (£90 for 2 years) - (should not be used for current employee renewals)**
* **One off payment (£180 for 2 years) - (should not be used for current employee renewals)**
* **Full fee paid prior to joining Telford & Wrekin Council**

**How to pay for your professional registration**

When your registration is due for renewal, you should liaise with your department’s GPC card holder to pay the relevant body directly, via their website. The above form should then be emailed to [hrhelpdesk@telford.gov.uk](mailto:hrhelpdesk@telford.gov.uk) in order for it to be recorded on your personal file, as proof of your registration.

**If you set up a direct debit arrangement but didn’t make all payments prior to joining Telford & Wrekin Council, your HCPC/Social Work England fees will be paid via the following method:**

You will need to cancel your HCPC or Social Work England direct debit and liaise with your department’s GPC card holder in order for Telford & Wrekin Council to pay the outstanding amount.

The above form should then be emailed to [hrhelpdesk@telford.gov.uk](mailto:hrhelpdesk@telford.gov.uk) in order for it to be recorded on your personal file, as proof of your registration.

Registration fees paid prior to joining Telford & Wrekin Council, will not be reimbursed.

**Entitlement to paid registration fees**

Telford & Wrekin Council will continue to pay for your registration fee if it is a requirement of your Social Worker / Occupational Therapist post to be a member of this professional body, and you are employed by the Council when you renew your registration.