

Checklist for New Participants

- Funding Agreement** (signed and witnessed)
- Contact Details Form**
- Read Bespoke Lifestyles' Handbook**
- Read Policies & Procedures** (to be read before signing support plan)
- Support Plan** (2 copies signed)
- Budget** (2 copies signed)
- Home Safety Checklist** (participant to keep this)
- Restrictive Practices** (if required)
- NMDS** (form required by DS)
- Set up separate internet bank account & give account details to BL**
- Organise Household WorkCover insurance** (details on Support Plan)
- Legal Liability insurance** (details on support plan)
- Payment schedule & cut off dates for sending bank statements**
- Recommended rates of pay**
- Invoice template for workers**
- Hours worked template for workers**
- Support Worker Agreement/Contract template**
- Becoming a Self-Employed Sole Trader*** (needs to be given to each worker)
- Things to remember when a Support Worker starts work***
- Checklist for contracted workers**
- Criminal History Checks** (these are needed for each worker)
- Emergency Information**
- Medication Form**
- Critical Incident Form**
- Financial spreadsheet on computer and sync working**
- Information to workers about the person/share the vision**