



SSSC Registration Policy

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Fair Deal Scottish Social Services Registration Policy

1 INTRODUCTION

All Fair Deal policies and procedures are underpinned by our values, and we will ensure that our employees are treated fairly, consistently and in line with our values.

2 POLICY STATEMENT AND PRINCIPLES

- 2.1 Fair Deal is committed to ensuring that it has a workforce which delivers a high-quality service.
- 2.2 Fair Deal will ensure that workers are aware of their individual obligation to be registered with the Scottish Social Services Council (SSSC).
- 2.3 Fair Deal will ensure that it takes any necessary steps where a worker fails to fulfil their registration requirements, which may include invoking Fair Deal's disciplinary procedures.

3 CONTEXT AND DEFINITION

- 3.1 Fair Deal's SSSC Registration policy is derived from the following overarching legislative and regulatory requirements.
- 3.2 The Regulation of Care (Fitness of Employees in Relation to Care Services) (Scotland) (No 2) Regulations 2009. L&D03 SSSC Registration Policy v1.0 February 2017 Page 2 of 5 3.2 The Scottish Social Services Council (SSSC) oversees the registration of social care workers in Scotland.
- 3.3 The Register of Social Service Workers in Scotland opened on 1 April 2003. Registration is a major part of the drive for higher standards in social services, bringing this workforce in line with other professional colleagues.
- 3.4 The Scottish Government decides which groups of workers the SSSC will register and in what order. A formal Commencement Order is laid before the Scottish Parliament to open each part of the Register.
- 3.5 The requirement to be registered applies to a worker regardless of the type of contract they are employed on or whether they are a bank worker.

4 SCOPE AND INTERDEPENDENCIES

- 4.1 Fair Deal's SSSC Registration policy should be read in conjunction with:
 - Fair Deal's Recruitment and Selection Policy
 - Fair Deal's Disciplinary Policy

5 EMPLOYEE AND BANK WORKER RESPONSIBILITIES

- 5.1 It is the responsibility of each individual employee or bank worker to ensure that they:
 - Open an account with SSSC - <https://www.sssc.uk.com/registration/>
 - Are registered with the SSSC by the required date
 - Maintain their registration by renewing it as necessary
 - Pay the appropriate fee or renewal fee
 - Complete the required annual declaration by the required date set by SSSC
 - Meet your Continuous Professional Learning responsibilities as a requirement of your ongoing registration and SSSC Codes of Practice for Social Services Worker - <https://learn.sssc.uk.com/cpl/>
 - Meet any conditions imposed on you by the SSSC, such as gaining required qualifications - <https://www.sssc.uk.com/registration/help-with-register-parts-fees-and-qualifications/>
 - Provide the SSSC with any further information they require

- Comply with, and adhere to the SSSC Codes of Practice for Social Service Workers and Employers 2024 - <https://www.sssc.uk.com/the-scottish-social-services-council/sssc-codes-of-practice/>

6 EMPLOYER RESPONSIBILITIES

6.1 It is Fair Deal's responsibility to:

- Comply with the SSSC Employers Code of Practice 2024
- Ensure that all employees and bank workers are given information about registration at recruitment stage or when a section of the register opens for existing workers
- Inform the SSSC if a social service worker is dismissed on the grounds of misconduct, or if a social service worker has resigned or left their job and the circumstances are such that the worker would otherwise have been dismissed for misconduct, or dismissal for misconduct would have been considered
- If the employee is registered with the SSSC, Fair Deal has a duty to inform the SSSC of any disciplinary sanction taken against the employee

7 LINE MANAGEMENT RESPONSIBILITIES

7.1 All Fair Deal managers must be aware of the registration requirements a potential new employee may have and the implications non-registration may have for the service.

7.2 All Fair Deal managers must ensure that they use all communication opportunities such as supervision and team meetings to encourage and remind employees of their individual responsibility to be registered and their responsibility to renew their registration when required.

8 REQUIRED REGISTRATION

8.1 The Scottish Government has set out the types of workers who are required to be registered and the date which they should be registered. This is referred to as Required Registration.

9 REGISTRATION ANNUAL FEE RENEWAL

9.1 Employees are required to pay a regular fee to ensure that their registration is renewed, and they continue to be registered. For the avoidance of doubt Fair Deal will not pay or make any contribution towards any renewal or registration fee.

9.2 If a worker fails to pay their annual fee or any associated registration fees, they will be taken off the relevant SSSC register. They may be unable to continue to be employed by Fair Deal because of a failure to be registered.

9.3 If a worker is removed from the SSSC register for any reason, including non-payment of fees, they will be subject to Fair Deal's disciplinary procedure.

10 FAILURE TO REGISTER

10.1 It is an offence under the relevant legislation for Fair Deal to employ:

- A person who fails to become registered within the timescales set by the SSSC. The SSSC states that new workers in registerable roles must be registered within 3 months of beginning their employment with Fair Deal. If you fail to become registered within the first 3 months of your employment, then your future employment may be at risk.
- A person whose registration lapses because of their failure to appropriately renew their registration.

- A person who has already registered, must update their employment details on their My SSSC Account.
- 10.2 If a person fails to become registered or appropriately renew their registration then their continued employment will be at risk, and they will be subject to Fair Deal's disciplinary procedure.

Document Information

Document Ref:	Data Protection Policy
Version:	4
Date of Version:	02/05/2019
Created By:	Ann Marie Docherty
Approved By:	Anne Marie Borthwick
Confidentiality Level:	Controlled: Uncontrolled if printed

Amendment History

Date	Version	Created By	Description of Change
25/04/2019	1	Ann Marie Docherty	Initial Release
25/04/2019	2	Elaine Davidson	Added in a Front Cover sheet
02/05/2019	3	Elaine Davidson	Updated the Front Cover/version/date
29/03/2024	4	Liz Connor	Checked with current legislation. Footer amended and formatted.