



Easy read

How to find out if someone is OK to work with you – making checks on people

Self-directed support: an Easy Read guide to getting the help and support you need





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Self-directed support is all about being able to choose the help and support you want.



We are writing lots of fact sheets to help you. Each one tells you more about **self-directed support** and where you can go to find out more information.



This fact sheet tells you about **making checks on people to find out if someone is OK to give you help and support**. This is very important so that everyone can stay safe.



You will need to get a check done on people that you pay to work for you. This fact sheet tells you more about these checks and what needs to happen.

Checking on people



Everyone who works with children and adults who needs to be kept safe has to have a **check**. A **check** can tell you if the person has broken the law. For example, the person might have hurt someone else or taken money from them. These checks need to happen to make sure someone is OK to give help and support. This keeps people safe.



You might want to pay someone to work for you to give you help and support. Getting a check on the people who work for you will help to keep you safe.



Your **local council** can help you sort this out. Your **local council** are in charge of things where you live. They can do the check for you or ask another group.

What a check is about



Having a check means you can find out if the person who is working for you is safe. You can find out if they have done anything that is against the law. The check can only tell you about things they have done in the past. It cannot tell you if they are doing things against the law right now.



It is a good idea to find out as much as you can about someone before they start working for you. You can ask other people who know the person what they think about them too.

What happens if the check says they have done something wrong



The check might say that the person has done something that is against the law. If this happens you will need to decide if you want them to work for you or not. For example, the check might say that they have stolen something in the past.



You will have to decide whether you are still happy for them to work for you.



You might need help to make the right choice. You can talk to someone at your **local council** about this.

More about checks



The government are in charge of all the checks. They set up the checks to keep children and adults who need help and support to stay safe.

There are 2 kinds of checks. You have to pay to make the checks. You do not have to pay for a check if someone is working without being paid.



Some people are not allowed to work with children in case they do bad things to them.



The government keep information on these people to make sure

- they do not go near or work with children or adults who need help and support



David's story

David gets a **Personal Budget** – this is money he gets to pay for help and support. David gets help from someone to take care of his money and make sure he spends it in the right way.



David asked if some of his friends could help him out. He was told that if his friends wanted to do this they would need to have a check to make sure they were safe to look after him.



David wasn't sure about getting the check done but in the end he decided it was a good idea. The checks showed that some of the people he wanted to work for him had been in trouble with the police.



David was glad he had the checks done. This meant he could give jobs to the right people. This kept him safe.



How to find out more



You can find out more about how to sort out a check by going to

www.crb.homeoffice.gov.uk



Or you can write to

Criminal Records Bureau
PO Box 110
Liverpool
L69 3EF

How to get help



To get more help you can contact the Learning Disability Helpline. You can do this by



Telephone **0808 808 1111**



Text **07717 989 029**



Email **help@mencap.org.uk**



If you want to read more fact sheets, you can go to **www.mencap.org.uk/incontrol**