

Support from a Self-Employed PA – Checklist

<https://www.gov.uk/employment-status/employee>

Check this website to ensure they meet the self-employment category

- ✓ Proof of right to work in UK - check Passport (www.gov.uk/legal-right-work-uk).
- ✓ Check HMRC Registration & National Insurance Number.
- ✓ Public Liability Insurance - Appropriate level of cover for either Social Care or Social Care with Health.
- ✓ Enhanced DBS check - to be provided by and paid for by PA.
- ✓ Check references.
- ✓ Contract of services – to be provided by PA.
- ✓ PA to provide Invoices for services received.
- ✓ Contingency - PA to provide replacement support for any absence. Check them as per this checklist.
- ✓ Any equipment e.g. Disposable gloves, to be provided by PA.
- ✓ No travel costs or subsistence.
- ✓ Check any training certificates etc.
- ✓ Check the PA has “Business” cover included in their vehicle insurance (if PA’s vehicle is using their car to transport Service User).
- ✓ If there are five or more PA’s, then a Risk Assessment will need to be undertaken, and completed on an annual basis.

N.B Self-employed staff do not receive Employee’s benefits such as paid Leave, Statutory Sick Pay, Maternity Pay, redundancy etc.

If for any reason the PA doesn’t pay any tax that may be due, then HMRC could request the Service User to make payment.