

## Child – Care Expenses and Carer Costs Policy

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#### 1.0. Aims

- 1.1. This policy outlines the approach to be applied by the Partnership when paying child care expenses to residents or service-users attending MHP meetings and events. The policy also covers the payment of carer costs, for residents who have responsibility to care for a person with special needs.

#### 2.0. Scope

- 2.1. This policy applies to all parts of Metropolitan Housing Partnership (MHP).

#### 3.0. Valuing diversity

- 3.1. In the implementation of this policy, MHP will adhere to its Equality and Diversity Policy, and as such will not discriminate against any resident/service-user on the grounds of their race, ethnic origin, gender, sexuality, marital status, disability, age, religion or class. (Please refer to the MHP's Equality and Diversity Strategy for further information).

#### 4.0. Confidentiality

- 4.1. MHP has a confidentiality policy that sets out how we deal with confidential information about residents/service-users. MHP will treat as confidential all information on the personal circumstances of a resident/service-user claiming child care expenses or carer costs. An individual's personal circumstances will not be made known or inferred to any other person unless we are authorised by the person concerned, or if it is required as part of legal proceedings. (Please refer to MHP's confidentiality policy for more information on this).

## **5.0. Appeals and Complaints**

- 5.1. If a resident/service-user believes that their experience of claiming child care expenses or carer costs does not reflect what has been stated in the policy, or they are unhappy about anything related to the policy, they may raise their concerns with the Metropolitan Housing Partnership Resident Involvement Manager.
- 5.2. Should the issue then remain unresolved, they may raise their concerns through the relevant business unit's Complaints procedure.

## **6.0. General Statement**

### **Our vision is:**

'Working with residents for better homes and stronger communities'. To support this, Metropolitan Housing Partnership actively promotes, encourages and supports residents and service-users to get involved in working with us to improve services. The Partnership encourages all sections of the community to become involved and will actively support those with caring responsibilities to have equal access to involvement opportunities.

### **Our corporate values are:**

- We value people
- We put our customers first
- We celebrate diversity
- We have ambition and drive
- We strive for excellence

- 6.1. For the purpose of this policy, MHP defines child care expenses as the costs that a resident/service-user must pay in order to commission a third party to care for and supervise a child/children, for whom they have a principal caring responsibly.
- 6.2. For the purpose of this policy, MHP defines carer costs as the costs that a resident/service-user must pay in order to commission a third party to care for and/or supervise a person with special needs, for whom they have a principal caring responsibly.

## **7.0. The Policy**

- 7.1 Metropolitan Housing Partnership will pay child care expenses to residents/service-users for a dependant child/children for whom the individual is a principal carer.
- 7.2 These costs will only be paid to enable the resident/service-user to attend a meeting or event hosted by Metropolitan Housing Partnership, to which the individual has been invited, where responsibility to care for the child/children will prevent their attendance.
- 7.3 Child care expenses will only be paid, when usual childcare arrangements such as those provided by a spouse are not available.

- 7.4 Child care expenses will be met by Metropolitan Housing Partnership using the following guidelines:

<b>Ist Child</b>	<b>Per Hour –</b> <i>as per MHP corporate rate</i> (This will be equal to, or greater than the minimum wage)	<b>Per day –</b> £50 maximum payable per day	<b>Overnight stays/conferences-</b> £25 per night
<b>Subsequent Children</b>	As above	As above	As above
<b>Children with special needs</b>	Rate to be negotiated with Business Unit Involvement staff	Rate to be negotiated with Business Unit Involvement staff	Rate to be negotiated with Business Unit Involvement staff

- 7.5 Metropolitan Housing Partnership will pay carer costs to residents/service-users who have a principal caring role for an individual with special needs. These costs will only be paid to enable the person to attend a meeting or event hosted by Metropolitan Housing Partnership to which the individual has been invited, where responsibility to care for the individual will prevent their attendance.

- 7.6 Carer cost expenses will be met by Metropolitan Housing Partnership using the following guidelines:

<b>Carer costs for an individual with special needs</b>	<b>Per hour –</b> Rate to be negotiated with Business Unit Involvement Staff	<b>Per day –</b> Rate to be negotiated with Business Unit Involvement staff	<b>Overnight stays/conferences-</b> Rate to be negotiated with Business Unit Involvement staff
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For the purpose of this policy, MHP may require the meeting/event attendee claiming carer costs for an individual with special needs, to provide evidence of the individual's condition and their caring responsibilities. It may also be necessary for Business Unit Involvement staff to contact local or national voluntary agencies, such as 'Sense' for example, to establish if there is average hourly rate to pay a carer, looking after an individual with a particular condition.

## 8. Promoting the Policy

- 8.1 We will help our residents/service-users understand this policy by providing them with the following:
- a copy of the written policy on request. This can also be made available in translation and other formats.
  - a verbal explanation of the policy. A verbal summary of the policy should be given at relevant meetings and events and to individuals as necessary, particularly newly involved residents or service users.

The policy will also be actively promoted in all relevant publicity and notices of meetings and events.

## **9. Making payments**

- 9.1 When administering payments for childcare and carer costs, MHP will ensure that receipts from the care provider are obtained before any payments are made to a resident/service-user. Any additional information required will also be obtained and verified before payments are made under the terms of this policy.
- 9.2 MHP will reimburse agreed child care expenses and carer costs to residents/service-users making a claim under the terms of this policy without undue delay.
- 9.3 MHP reserve the right to suspend or withdraw child care expenses and carer costs if abuse of the policy is suspected or proven.

## **10. Ofsted regulations for child care**

- 10.1 Whilst it is not the responsibility of Metropolitan Housing Partnership to advise residents and service-users of Ofsted regulations relating to childminders, MHP staff should actively advise residents and service-users that they are able to contact Ofsted for information and advice on childcare.

The contact details are Ofsted- **National Business Unit on 08456 404040 and [www.osted.gov.uk/childcare/](http://www.osted.gov.uk/childcare/).**