

NURSDOC

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THIS POLICY IS FOR:	Staff including Agency Workers (temporary workers), Commissioners and Service Users

LEGACY

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LEGACY

THE PURPOSE OF THIS POLICY

To inform staff and clients of the guidelines with relation to wills and estates of clients for Temporary Workers.

WHAT YOU MUST NOT DO

- All temporary workers **MUST NOT** become involved in any way in the making of a clients will or the bequeathing of clients estate.
- Temporary workers must not act as a witness and executor in any clients' estate.
- To breach the above is a disciplinary matter and will be dealt with in accordance with this

HONESTY

- All temporary workers are required to act openly, honestly, responsibly and without criminal intent in respect of a client's will or estate.

WHAT YOU MUST DO

- Temporary Workers may to assist the client:
 - When a client has no other representatives such as family, advocate or friends that will help to assist the client temporary workers may assist the client to contact an advocate, solicitor or Citizens Bureau or do so on the client's behalf.
 - All staff members must report any knowledge of the client appointing them as an executor of the client's estate immediately by making a record in the client's file and advising the Registered Manager.
 - If however if a temporary worker has been appointed as executor with no prior knowledge, it must be reported immediately to the Registered Manager.

COMPLETED DATE:	26.06.2022
SIGN OFF DATE:	03.08.2026
REVIEW DATE:	03.08.2027
SIGNED:	 Marc Stiff – Group Managing Director