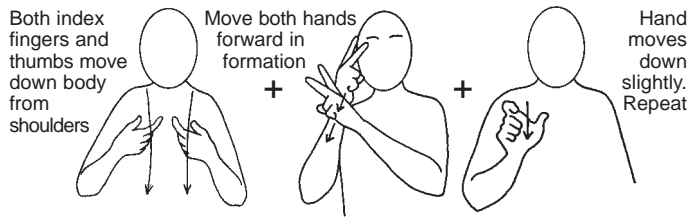


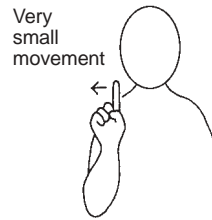
General Social Care Council (GSCC)



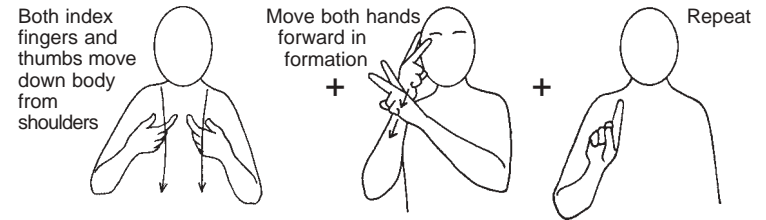
Codes of Practice for



Social Care Workers



and



Social Care Managers

Making This Booklet Easier to Understand

Signs support communication by providing a visual picture of the meaning of the word. Signs are effective in making written information and the spoken word more accessible for some people with learning disabilities.

The signs used with the Makaton Programme in the UK are from the British Sign Language (BSL). The signs from BSL matched to Makaton have been standardised and there are no regional variations. This is to avoid confusion for Makaton users if they move around the UK.

This booklet uses Makaton line drawings of the signs with the written word. It is intended to be a reminder for the facilitator on how to sign the information. There is another booklet that uses Makaton symbols with text.

If you are a facilitator for someone who is a sign user please note the following general tips:

1. Bear the individual in mind.

Read through the booklet and practise signing the information before sharing it with the person with learning disabilities. As you sign, keep the person's general level of understanding in mind. Try to identify any signs that you think may be difficult for the person to understand.

2. When signing.

Always remember to speak naturally when signing. As many of the signs may be unfamiliar to both you and the person with learning disabilities, it will be helpful to practise the signs and explore ways of explaining certain concepts in signs, before sharing them with the user.

3. Help people to learn signs.

Some people may need to be encouraged to learn and recognise new and unfamiliar signs. They cannot be expected to understand them if they have never had experience of them before.

4. The use of direction.

Direction is an important part of sign production. By directing a sign in a certain way, you will add more meaning to what you are signing and an additional sign for “you” following a verb may not be needed. For example: when signing “help you”, by moving the “help” sign towards the person, it is not necessary to sign “you”.

5. Complex signs.

Many people with learning disabilities struggle to understand complex concepts. You may have to specifically teach the meaning of these first. Identify the signs in this booklet which you think may cause problems, for example: General Social Care Council.

6. Symbols can be helpful.

Although this booklet is presented with sign line drawings and text, people with learning disabilities can be helped further if symbols are also used to support the signs. A Makaton symbol version of this booklet is also available, and it is our recommendation that you use this sign version with the Makaton symbol version.

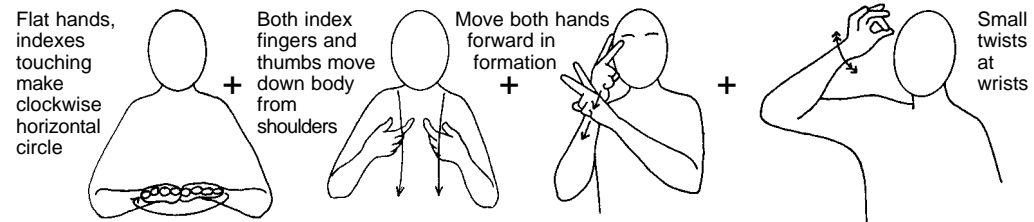
7. Key words.

The sign translation in this booklet presents information in key signs, ie the signs convey the meaning of the significant (or “key”) words in the text.

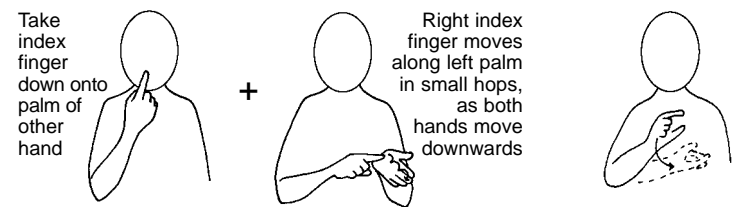
8. Makaton experience.

If you do not have experience of using Makaton, try to find someone who is experienced to work with you.

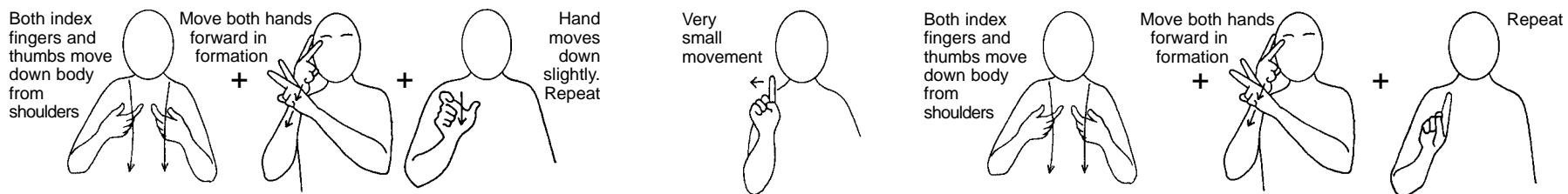
9. The Makaton Vocabulary Development Project (MVDP) has assumed when translating these GSCC Codes of Practice into symbols and signs that professionals using this booklet will be experienced in using the signs and symbols in the Makaton Core Vocabulary and will have attended approved Makaton Training Workshops for professionals. (For more details contact the MVDP on 01276 681368.)



General Social Care Council (GSCC)



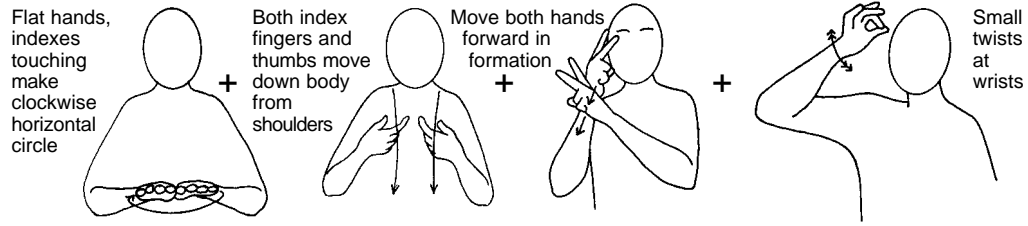
Codes of Practice for



Social Care Workers

and

Social Care Managers



General Social Care Council (GSCC)

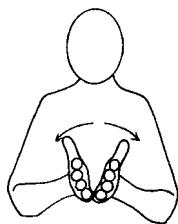


wrote

this



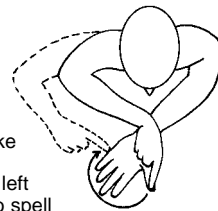
book



This

book

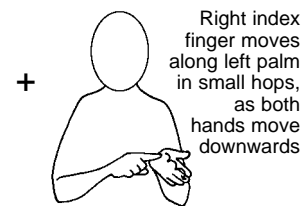
is



about



rules



Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

Move "Give" from left to right

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly. Repeat

The rules are given to all Social Care Workers

Very small movement + and + all

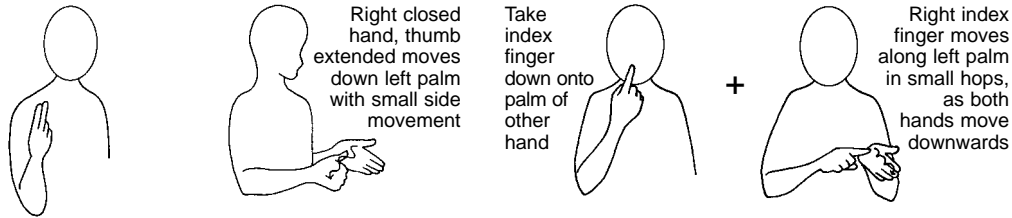
Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Repeat

Social Care Managers

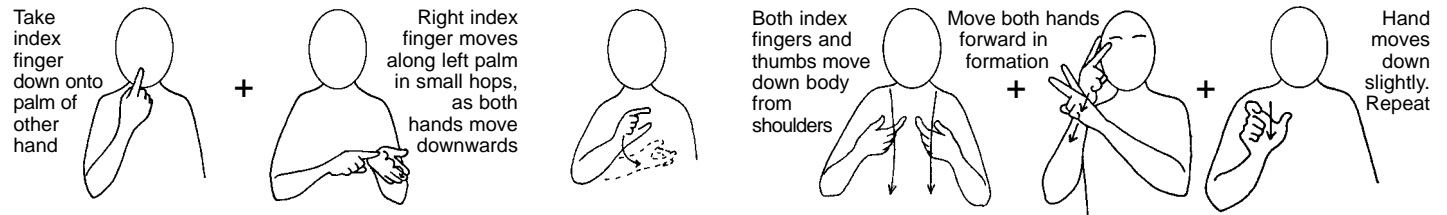
Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

Small striking movement made twice + Move both hands forward in formation + Right thumb tip brushes left thumb tip sharply twice

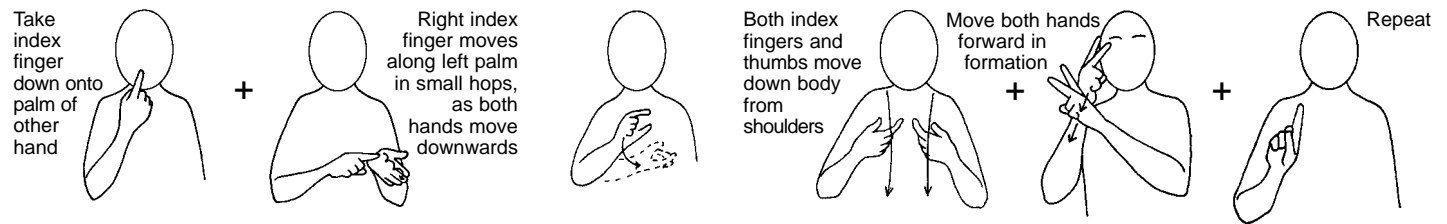
The rules will make care better



There are two sets of rules;



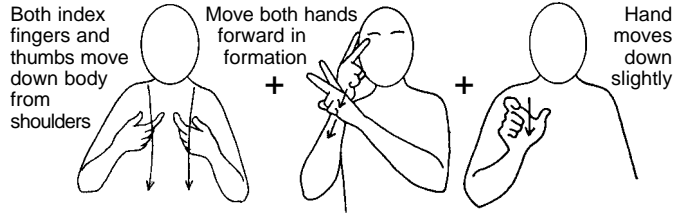
Rules for Social Care Workers



Rules for Social Care Managers



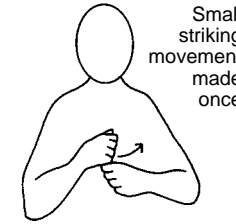
Every



Social Care Worker



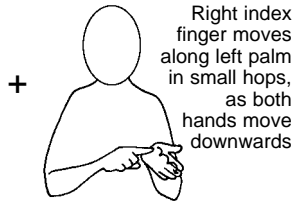
must



obey



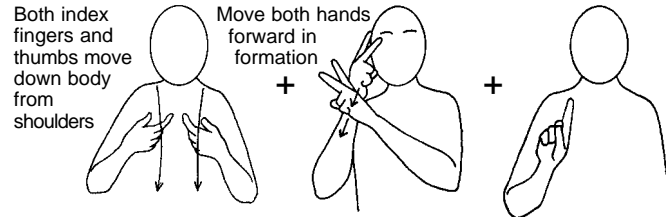
the



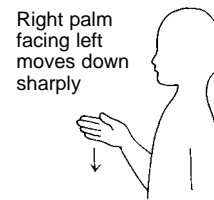
rules



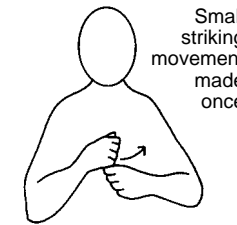
Every



Social Care Manager



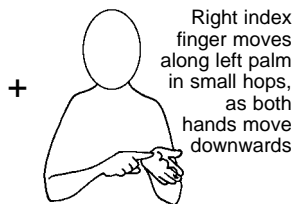
must



obey



the



rules

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

The diagram illustrates the sign language for 'The Social Care Worker cannot work with you'. It consists of seven parts: 1. 'The': Both index fingers and thumbs move down the body from the shoulders. 2. 'Social Care Worker': Move both hands forward in formation. 3. 'cannot': Hand moves down slightly. 4. 'work': Repeated sawing movement on the knuckles of the other hand. 5. 'with': Small striking movement made once. 6. 'you': Pointing hand.

The Social Care Worker cannot work with you

Twists to palm up + Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

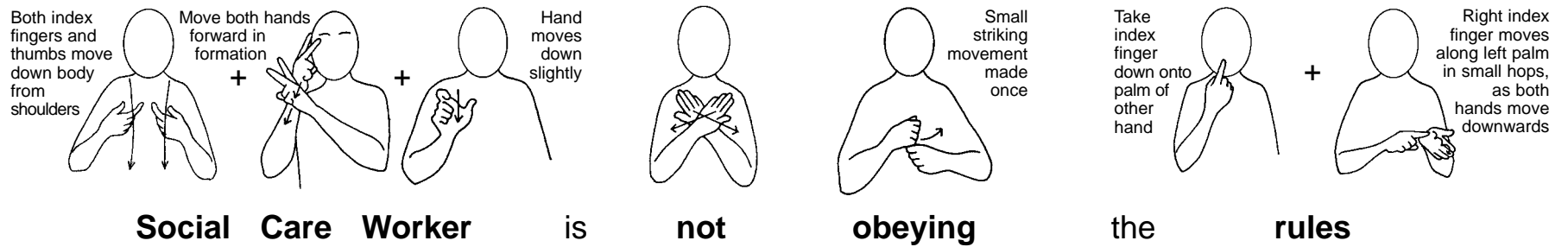
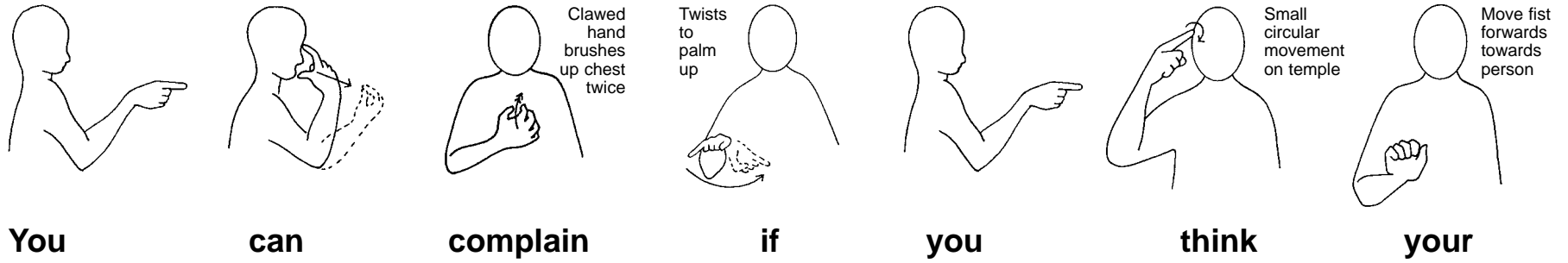
The diagram illustrates the sign language for 'if the Social Care Worker does not obey'. It consists of six parts: 1. 'if': Twists to palm up. 2. 'the': Both index fingers and thumbs move down the body from the shoulders. 3. 'Social Care Worker': Move both hands forward in formation. 4. 'does': Hand moves down slightly. 5. 'not': Small striking movement made once. 6. 'obey': Small striking movement made once.

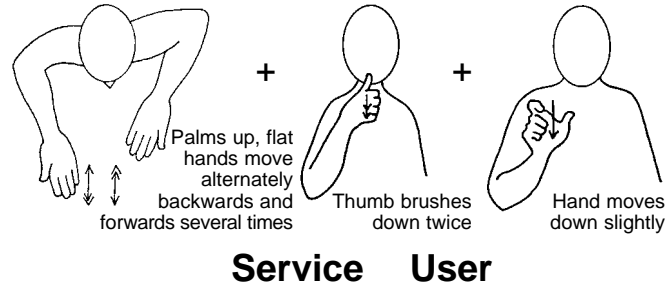
if the Social Care Worker does not obey

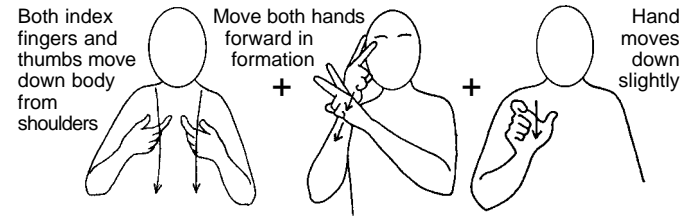
Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

The diagram illustrates the sign language for 'the rules'. It consists of two parts: 1. 'the': Take index finger down onto palm of other hand. 2. 'rules': Right index finger moves along left palm in small hops, as both hands move downwards.

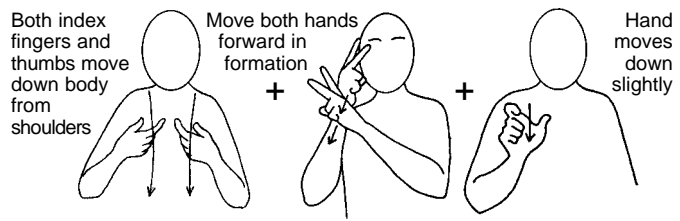
the rules



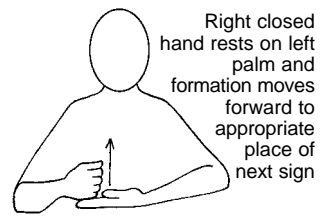




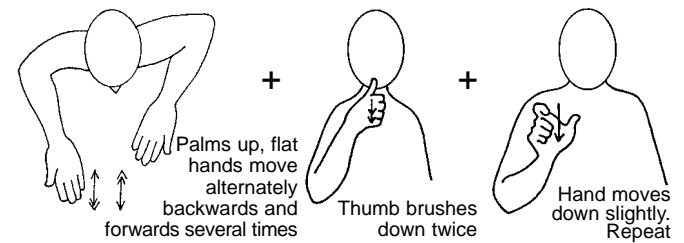
Social Care Worker



A Social Care Worker

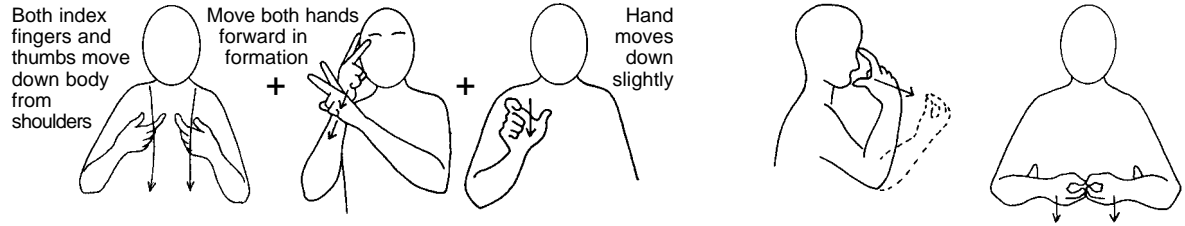


helps

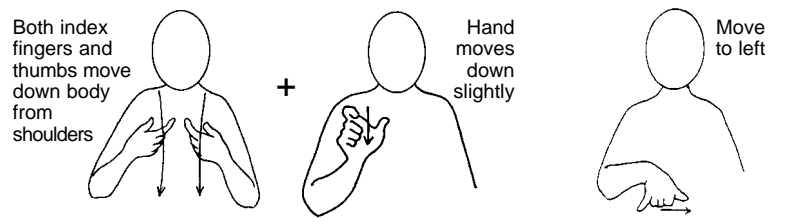


service users

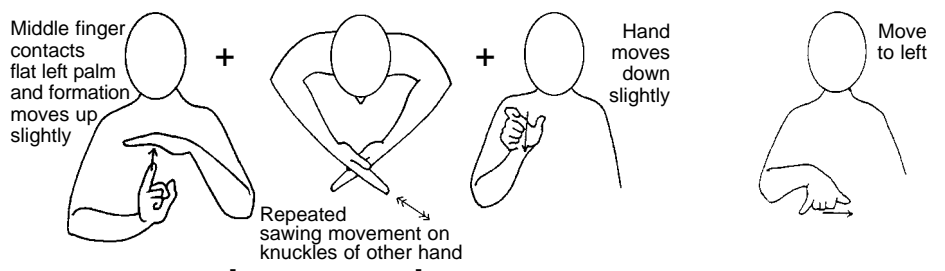
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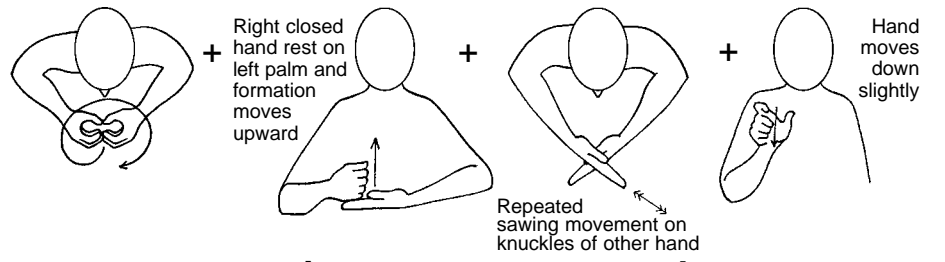
A Social Care Worker can be



a social worker or



a key worker or



a community support worker

Both index fingers and thumbs move down body from shoulders

Move both hands forward in formation

Hand moves down slightly

A Social Care Worker can be

Right hand slightly behind left hand, right hand moves forward and touches left fist side by side. Formation moves forward together

Hand moves down slightly

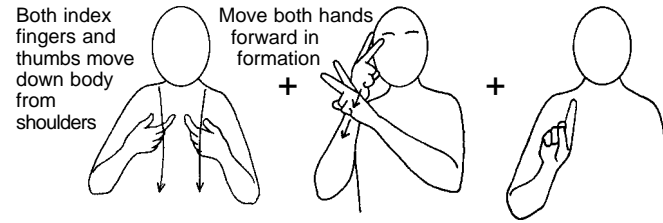
Move to left

an advocate or

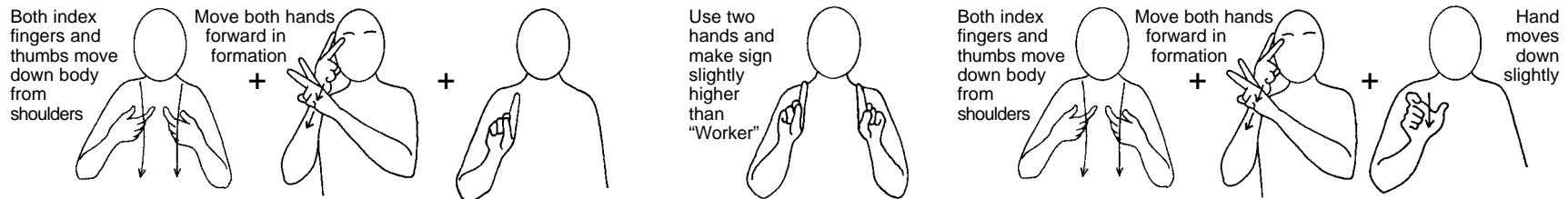
Move both hands forward in formation

Hand moves down slightly

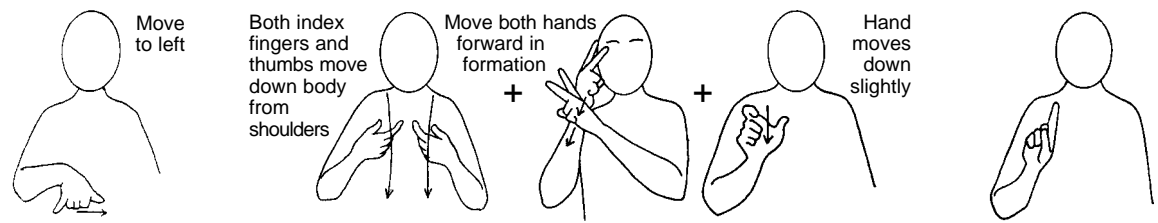
a member of the care staff



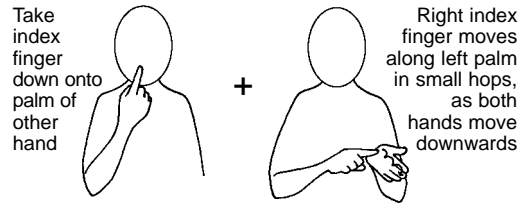
Social Care Manager



A Social Care Manager is a Senior Social Care Worker



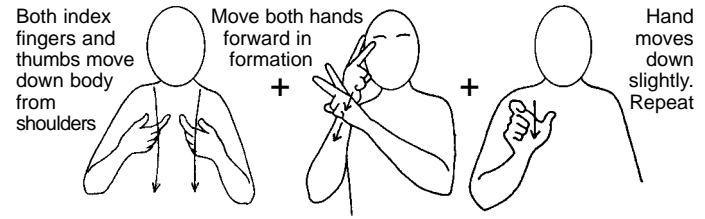
or a Social Care Worker's boss



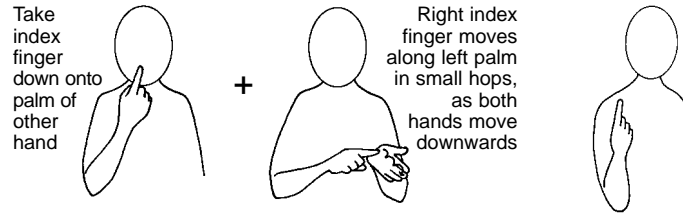
Rules



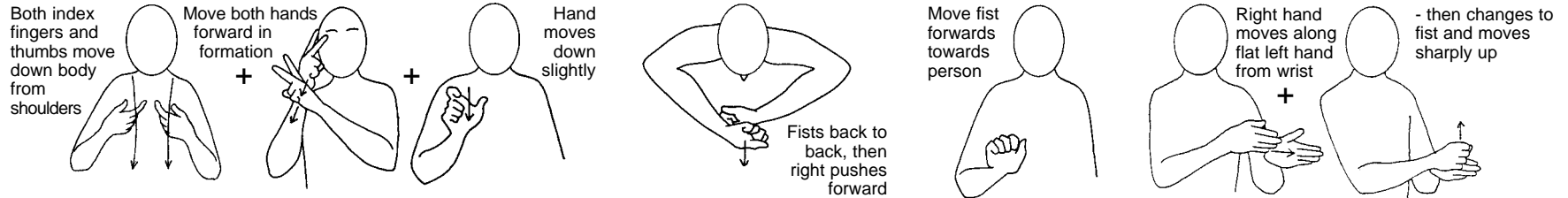
for



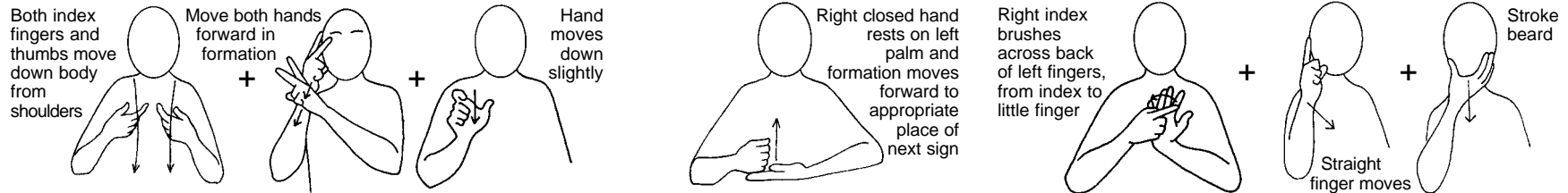
Social Care Workers



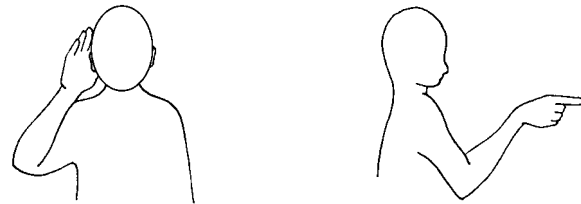
Rule 1



The Social Care Worker will protect your rights



The Social Care Worker will help other people



to listen to you

Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

Right flat hand circles on left flat hand

Rule 1 means

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

Flat hands drop down to palm up, head slightly bent

The Social Care Worker will respect you

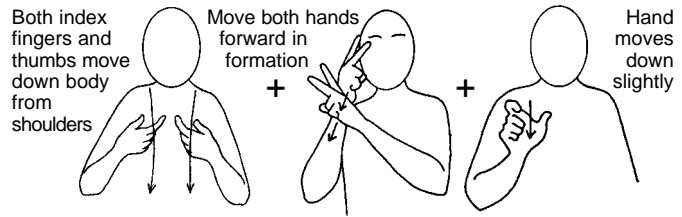
Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

Flat hands drop down to palm up, head slightly bent

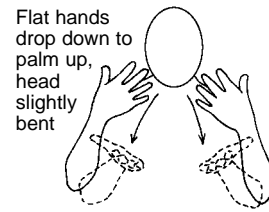
Move fist forwards towards person

Hand brushes down twisting to palm down

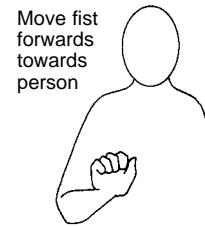
The Social Care Worker will respect your wishes



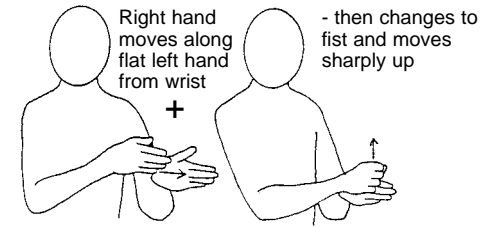
The Social Care Worker will



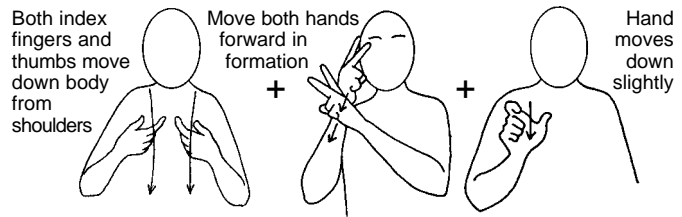
respect



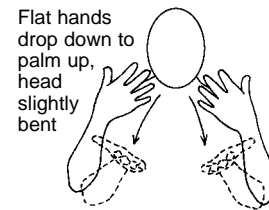
your



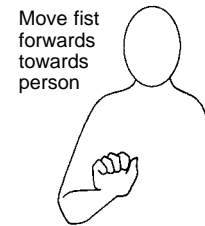
rights



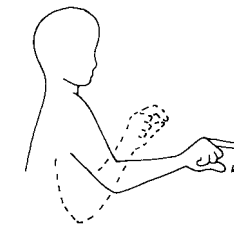
The Social Care Worker will



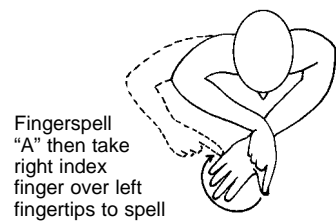
respect



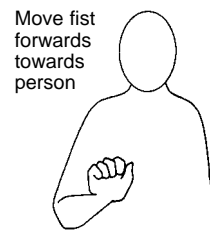
your



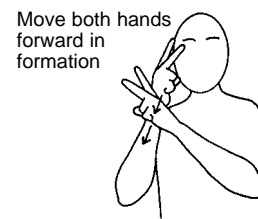
choice



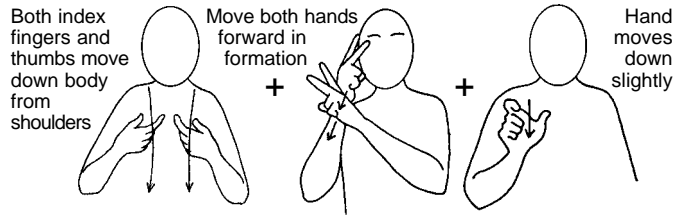
about



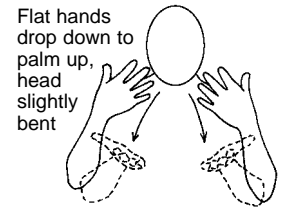
your



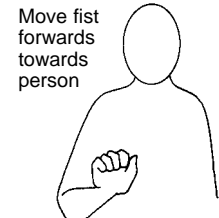
care



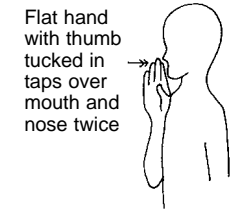
The Social Care Worker will



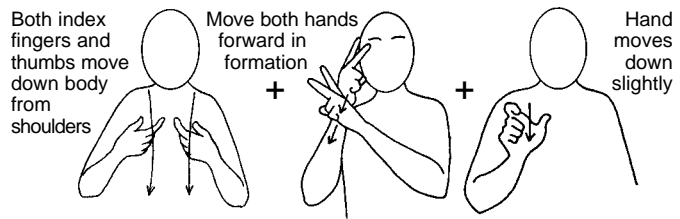
respect



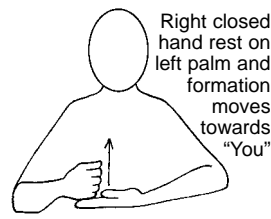
your



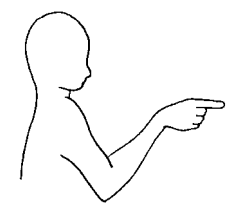
privacy



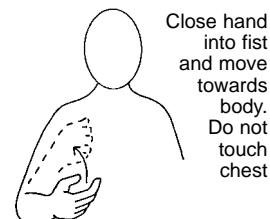
The Social Care Worker will



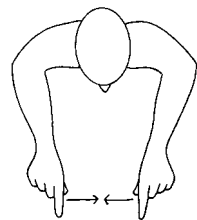
help



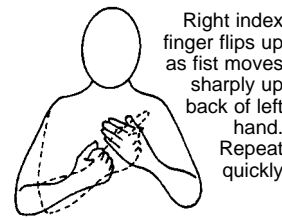
you



have

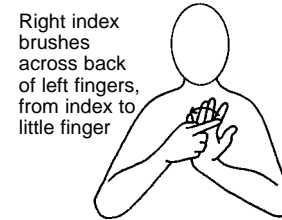


the same

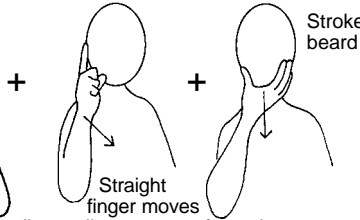


chances

as

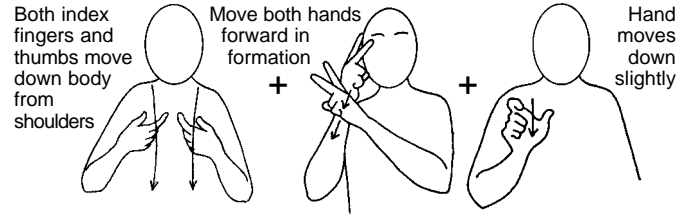


other

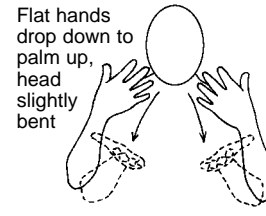


people

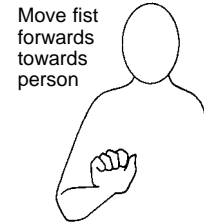
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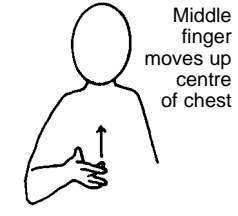
The **Social Care Worker** will



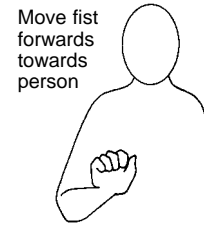
respect



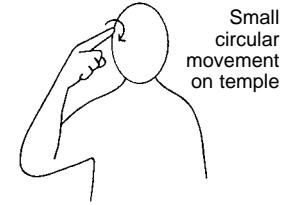
your



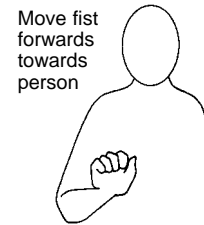
feelings



your



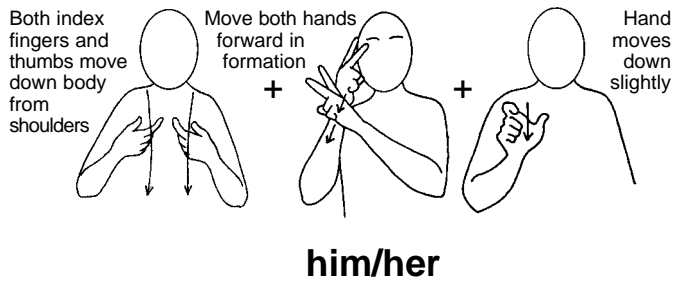
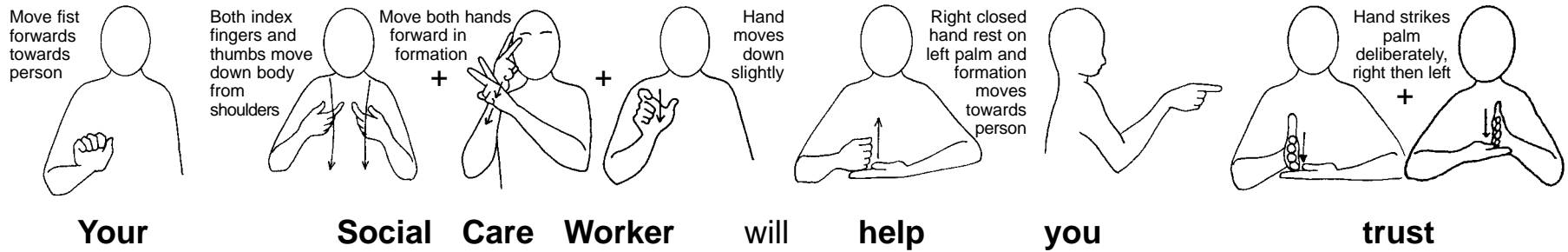
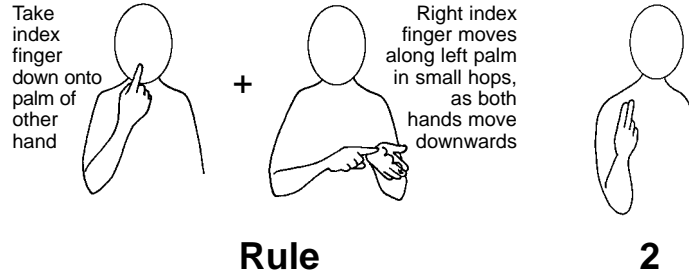
opinions

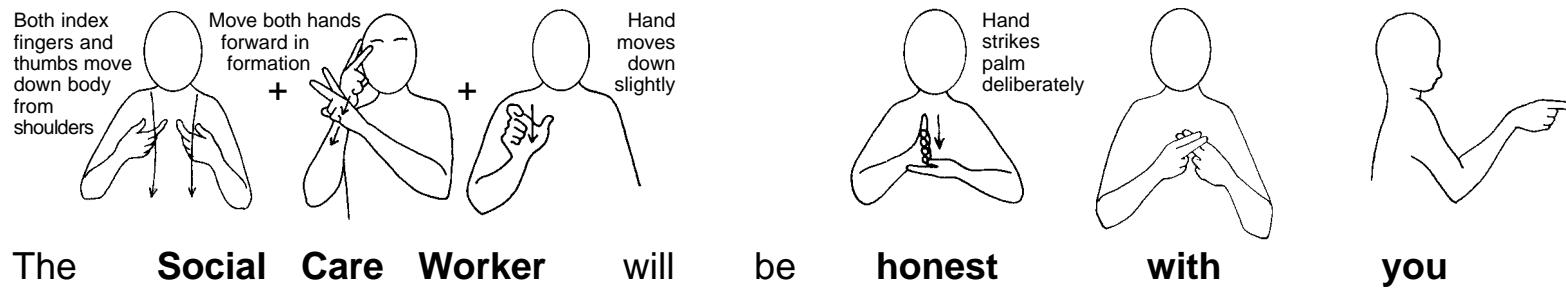
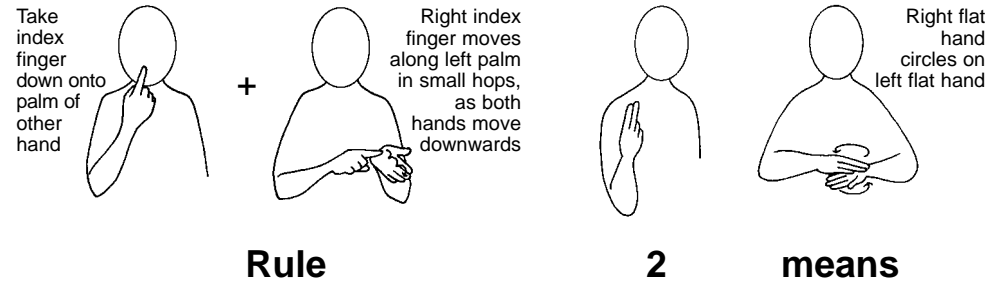


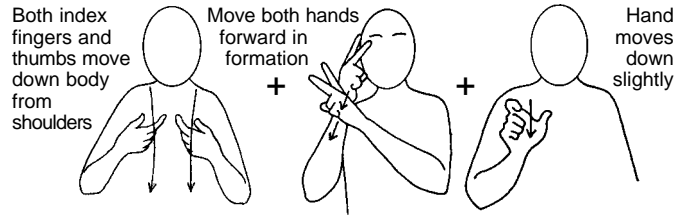
your



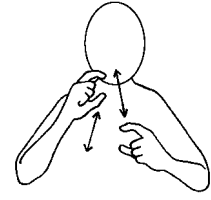
beliefs







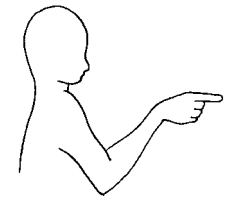
The **Social Care Worker** will



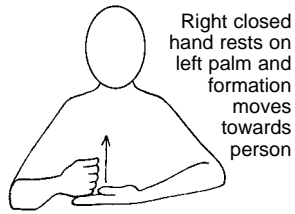
communicate



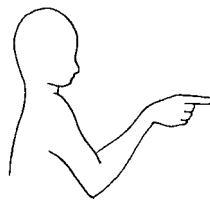
with



you



to **help**



you



understand

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

Right bent hand taps left hand twice + Move fist forwards towards person

Indexes make repeated alternate circles from mouth + Flat hand with thumb tucked in taps over mouth and nose twice

The Social Care Worker will keep your information private

but + Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly + Direct sign towards "other people" + Right index brushes across back of left fingers, from index to little finger + Straight finger moves diagonally to corner of mouth + Stroke beard

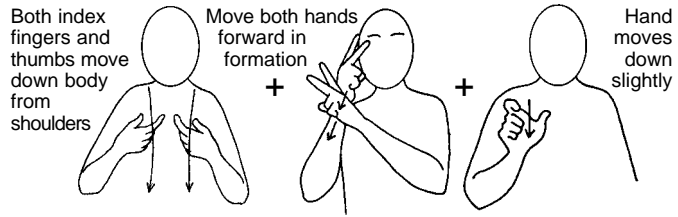
but the Social Care Worker will tell other people

Move fist forwards towards person + Indexes make repeated alternate circles from mouth + Twists to palm up + Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

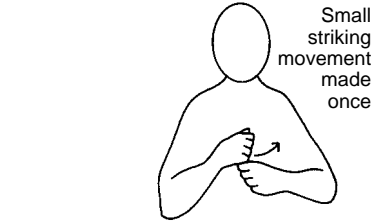
your information if the rules say

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly. Repeat + Right palm facing left moves down sharply

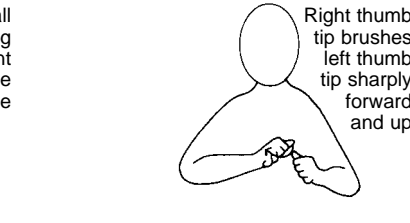
the Social Care Workers must tell



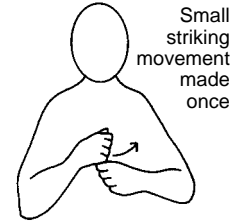
The Social Care Worker



will

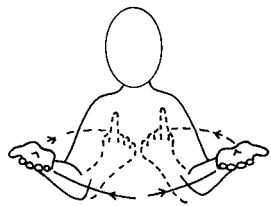


his/her

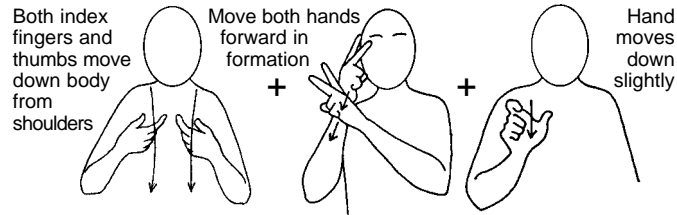


to

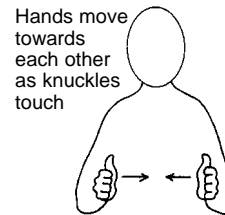
do



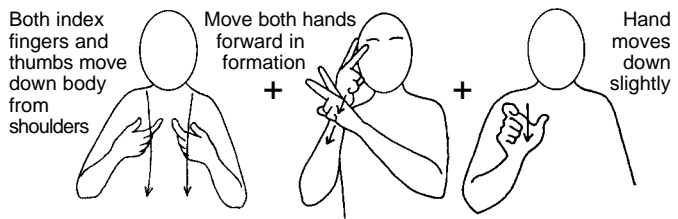
everything



he/she

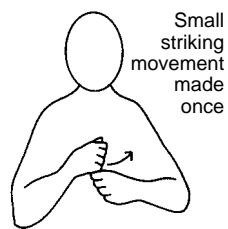


said



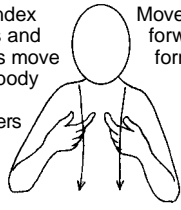
he/she

would



do

Both index fingers and thumbs move down body from shoulders



+

Move both hands forward in formation

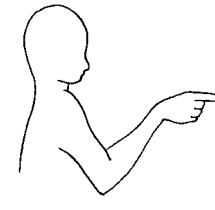
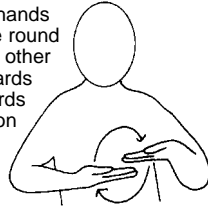


+



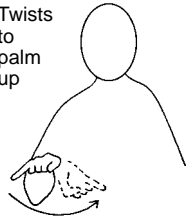
Hand moves down slightly

Flat hands circle round each other forwards towards person



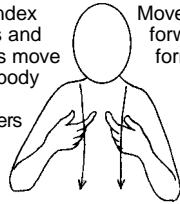
The Social Care Worker will explain to you

Twists to palm up



if

Both index fingers and thumbs move down body from shoulders

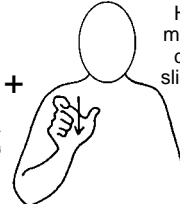


+

Move both hands forward in formation

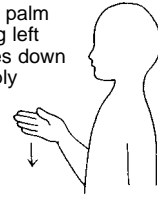


+



Hand moves down slightly

Right palm facing left moves down sharply



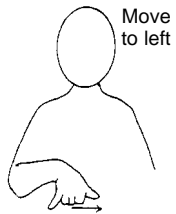
must



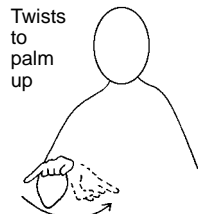
change



something

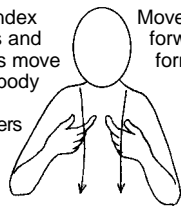


or



if

Both index fingers and thumbs move down body from shoulders



+

Move both hands forward in formation



+

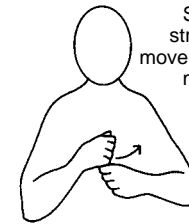


Hand moves down slightly

he/she



cannot

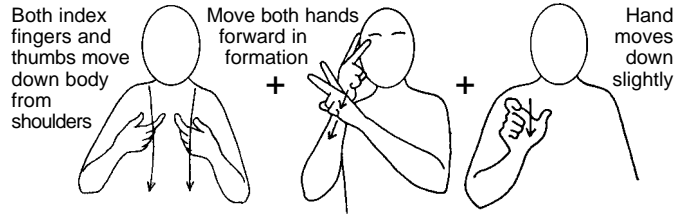


do

Small striking movement made once

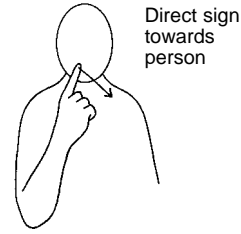


something



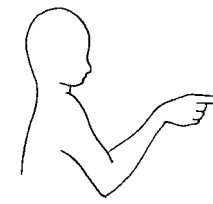
The Social Care Worker

will

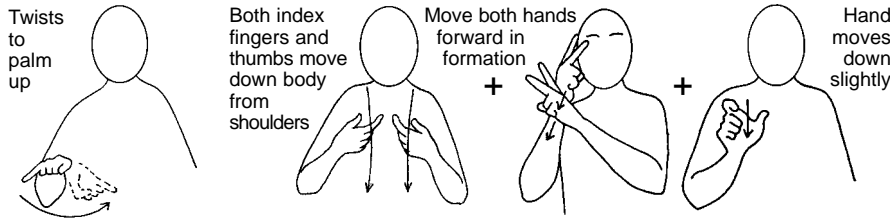


talk

to

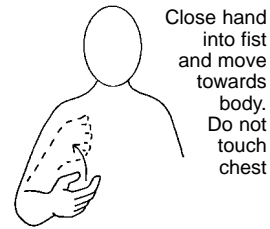


you

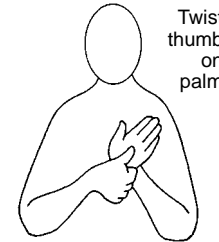


if

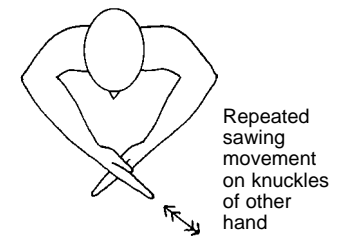
he/she



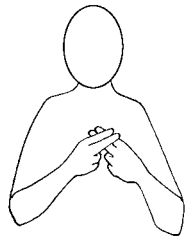
has



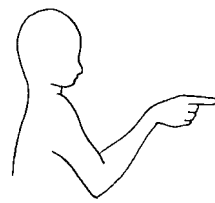
difficulties



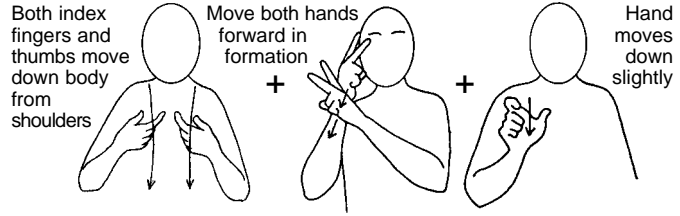
working



with

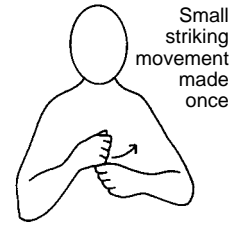


you



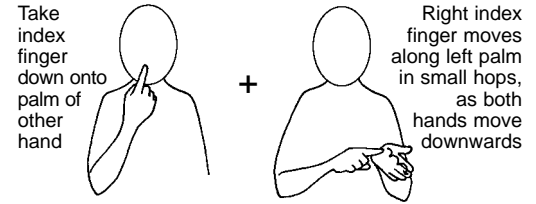
The Social Care Worker

will

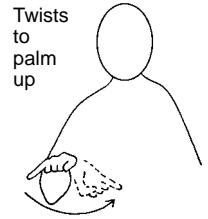


obey

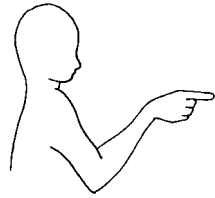
the



rules



if

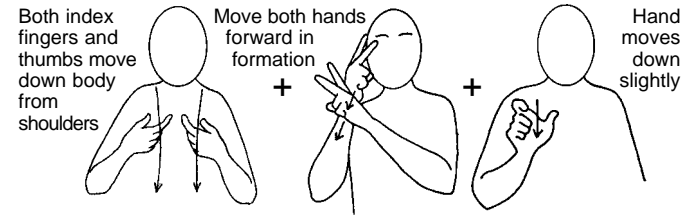


you

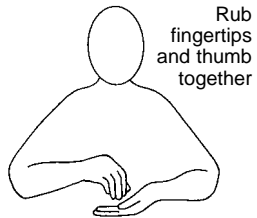


give

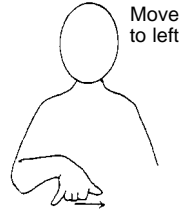
the



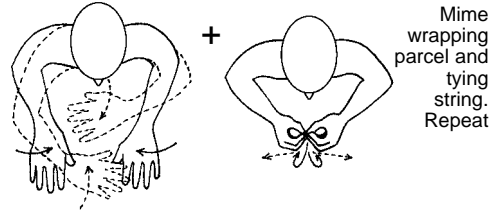
Social Care Worker



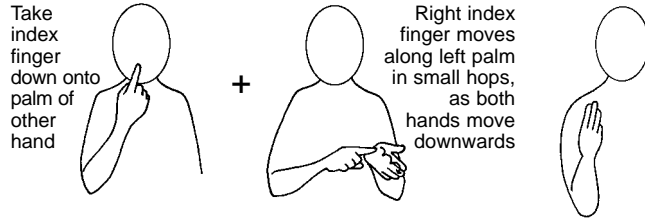
money



or

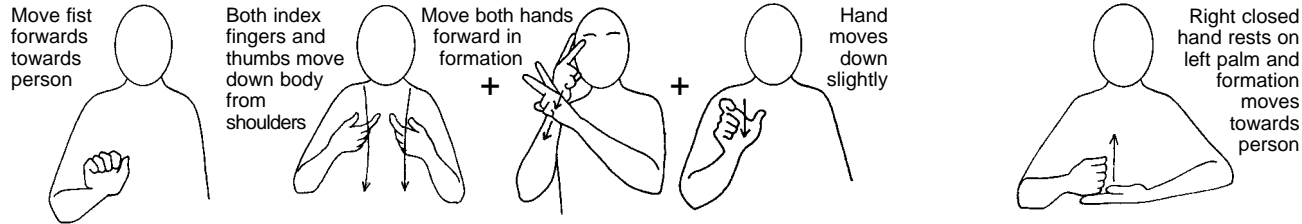


presents



Rule

3

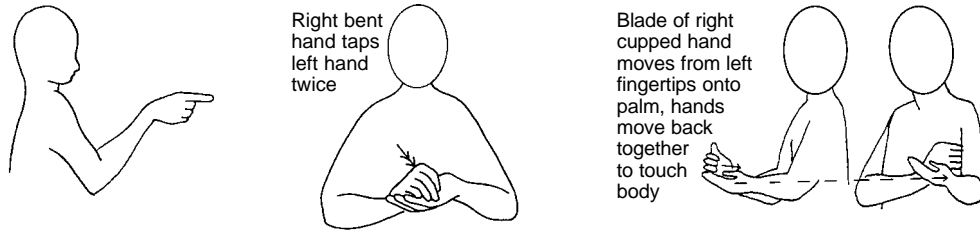


Your

Social Care Worker

will

help

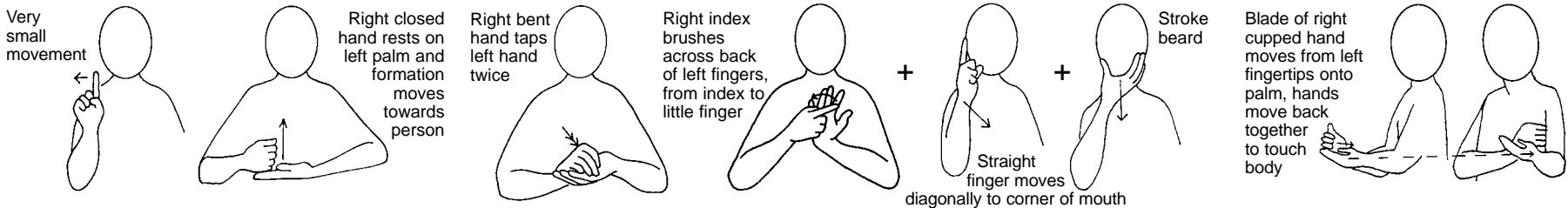


you

to

keep

safe



and

help

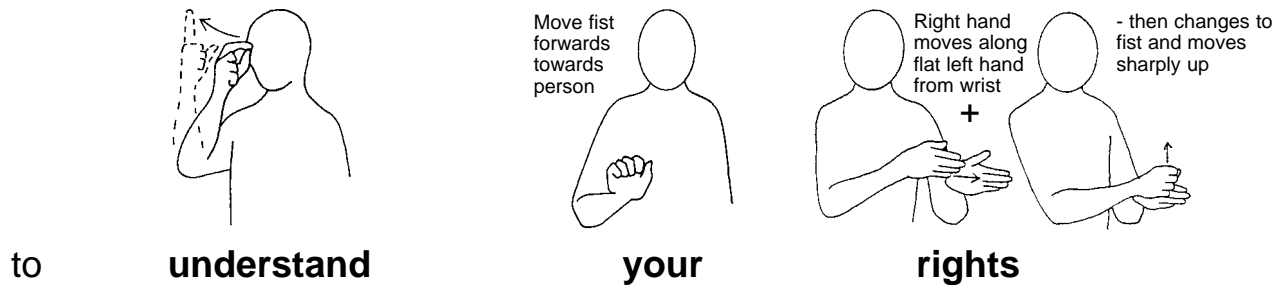
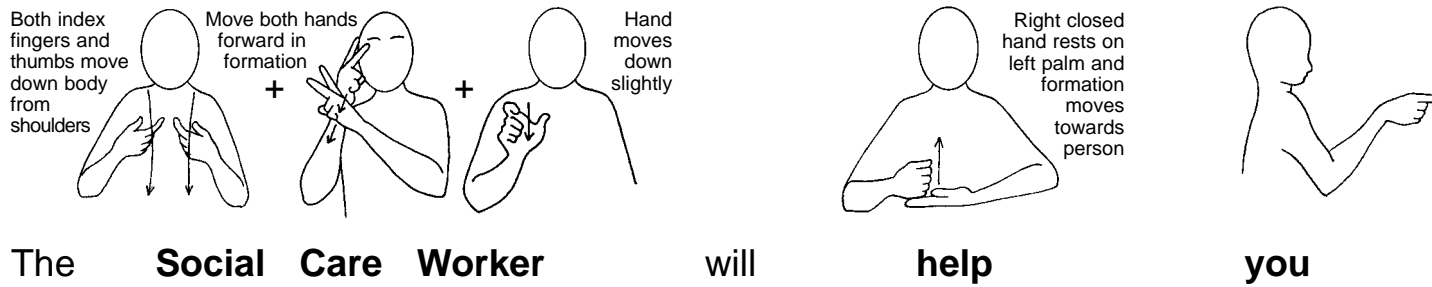
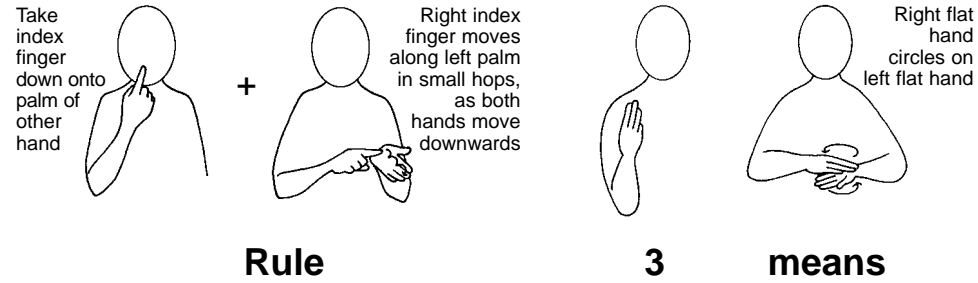
to

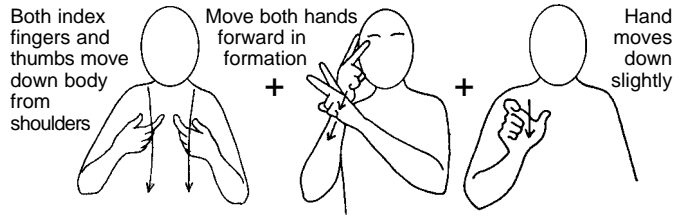
keep

other

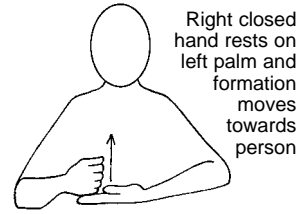
people

safe

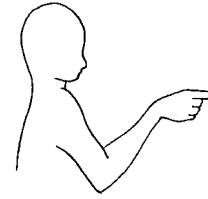




The Social Care Worker will

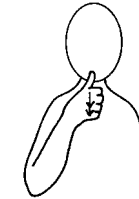


help

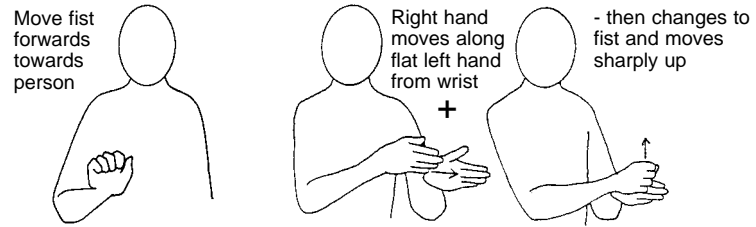


you

to

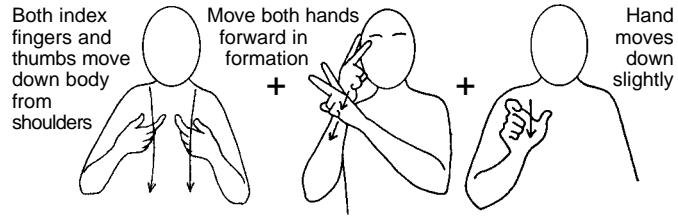


use

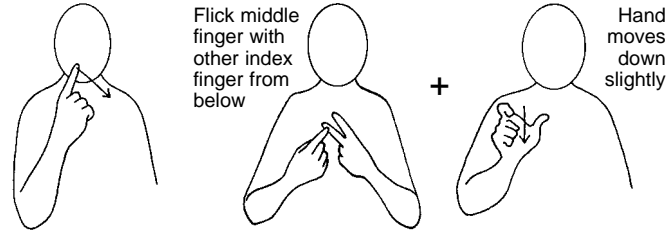


your

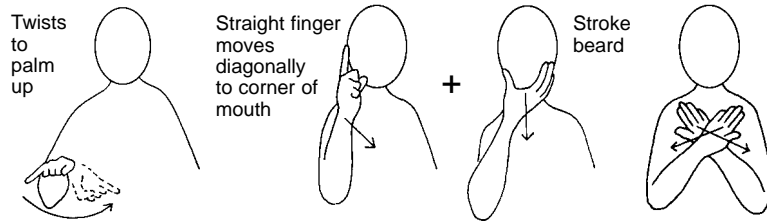
rights



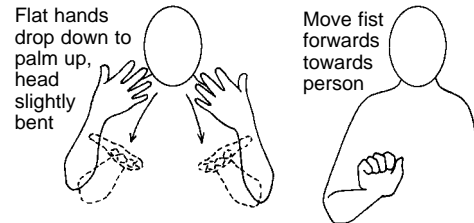
The Social Care Worker will



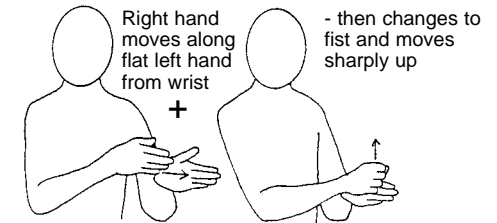
tell someone



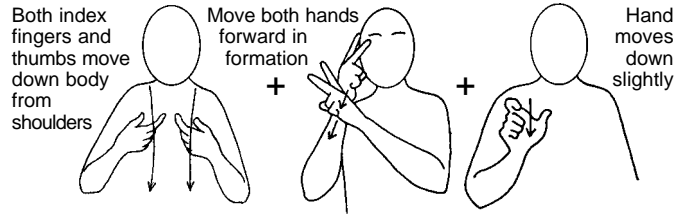
if people do not



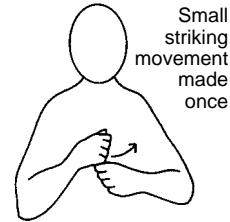
respect your



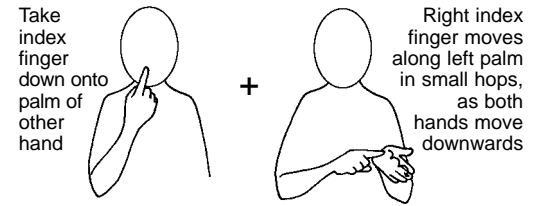
rights



The Social Care Worker



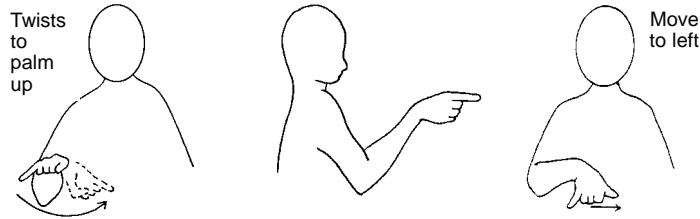
will



obey

the

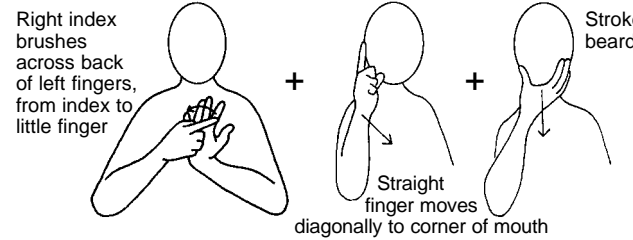
rules



if

you

or

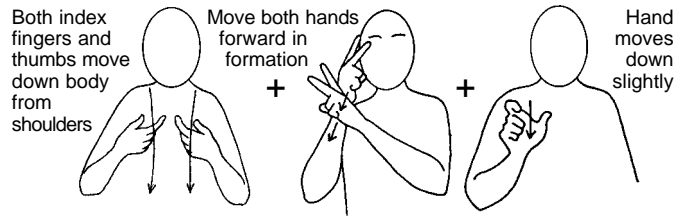


other

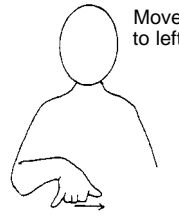
people



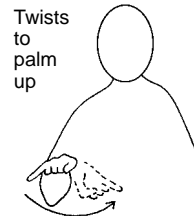
hurt



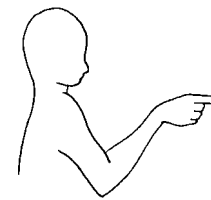
him/her



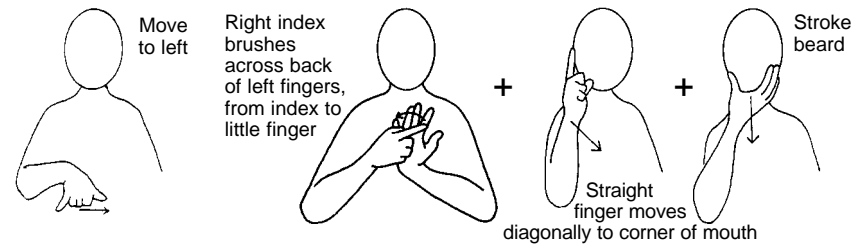
or



if



you



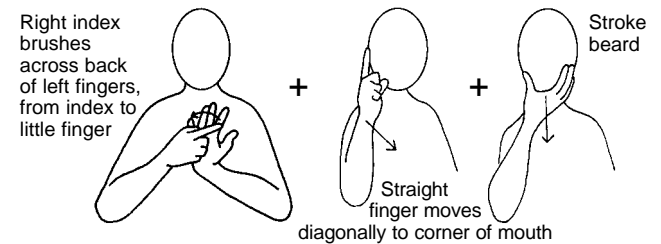
or

other

people

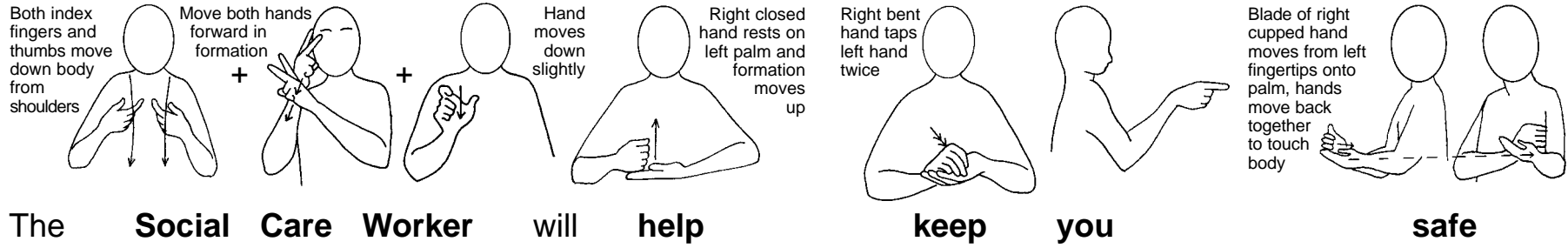


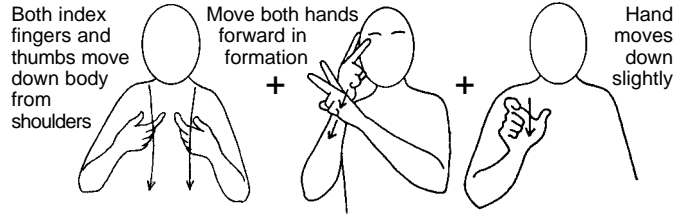
hurt



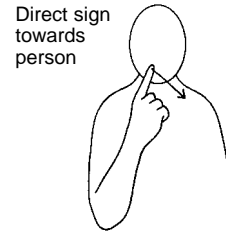
other

people

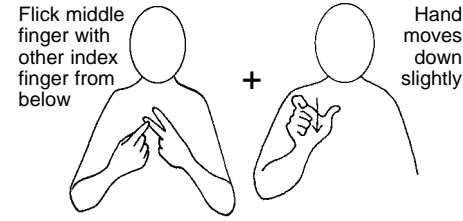




The **Social Care Worker**

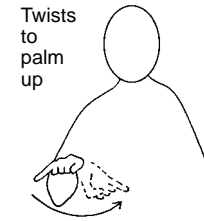


will

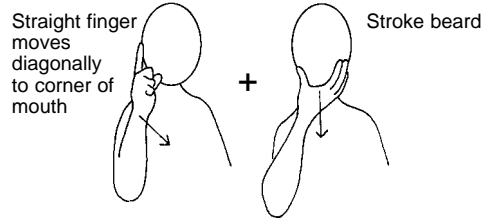


tell

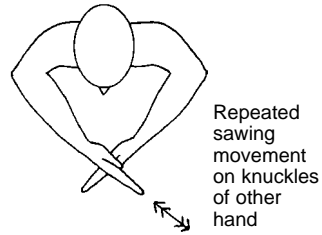
someone



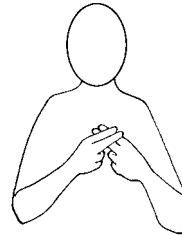
if



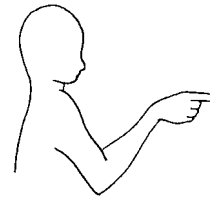
people



working



with

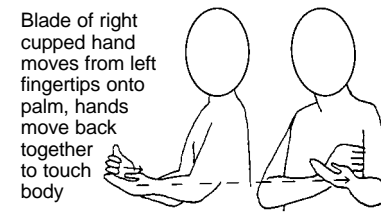


you

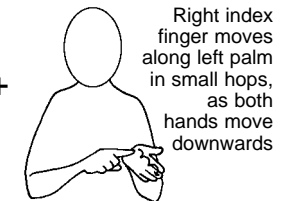
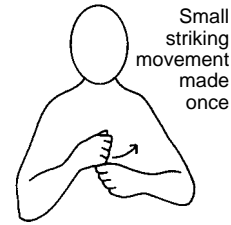
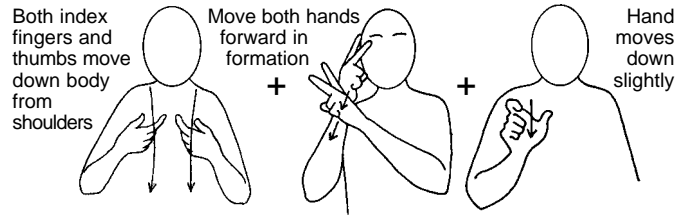


are

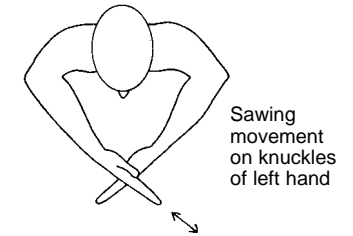
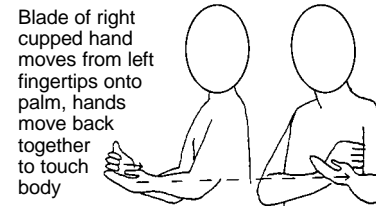
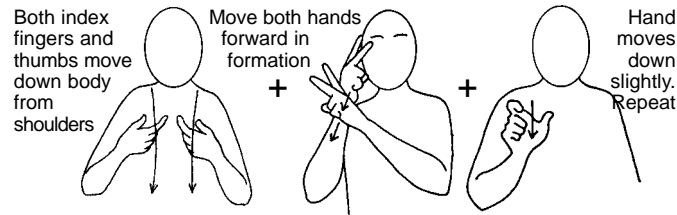
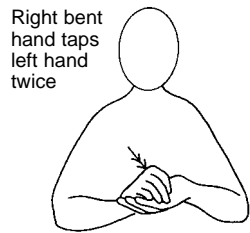
not



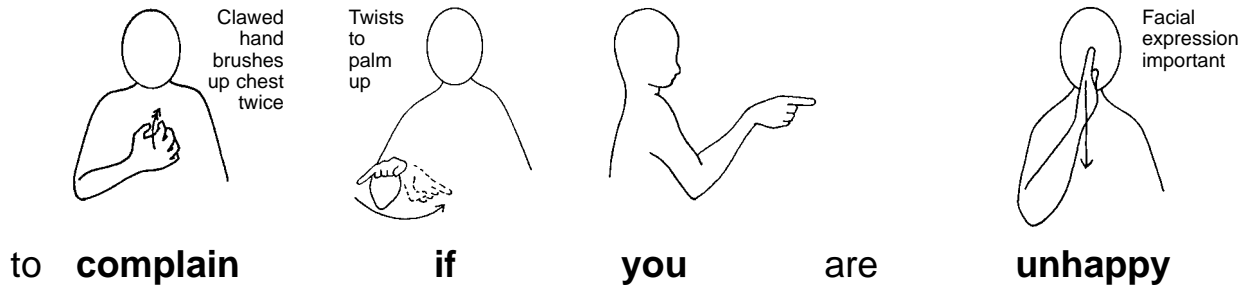
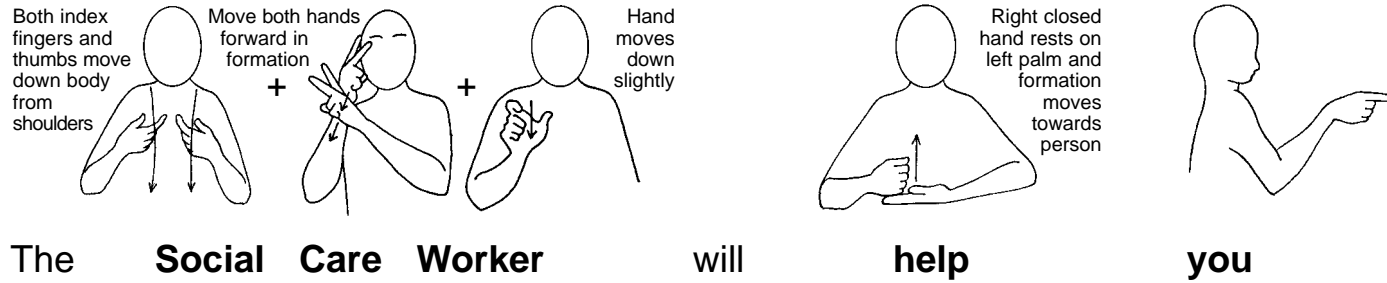
safe



The Social Care Worker will obey the rules



to keep Social Care Workers safe at work



Both index fingers and thumbs move down body from shoulders

Move both hands forward in formation

Hand moves down slightly

The **Social Care Worker** will

The first diagram shows a person with both hands in front of their chest, index fingers pointing down and thumbs pointing towards the center. The second diagram shows the hands moved forward. The third diagram shows the hands moved down slightly.

always **help** **you**

The first diagram shows a person with arms crossed. The second diagram shows a person with a right hand closed and resting on the left palm, with an arrow pointing up. The third diagram shows a person pointing their right index finger towards the viewer.

Both index fingers and thumbs move down body from shoulders

Move both hands forward in formation

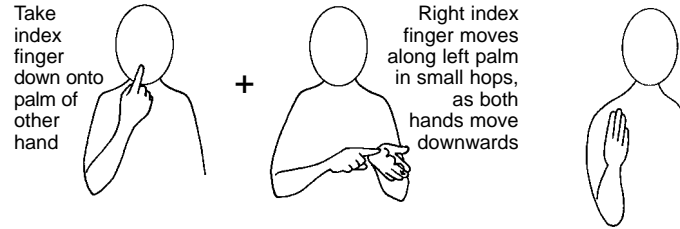
Hand moves down slightly

The **Social Care Worker** will

The first diagram shows a person with both hands in front of their chest, index fingers pointing down and thumbs pointing towards the center. The second diagram shows the hands moved forward. The third diagram shows the hands moved down slightly.

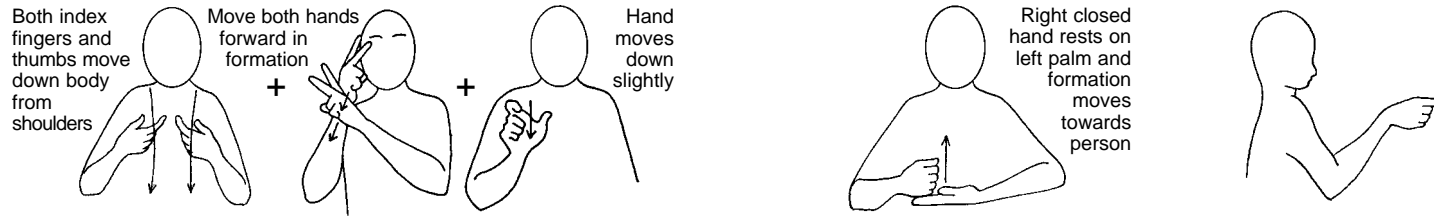
not **hurt** **you**

The first diagram shows a person with arms crossed. The second diagram shows a person with one hand positioned at the chest level and shaking. The third diagram shows a person pointing their right index finger towards the viewer.

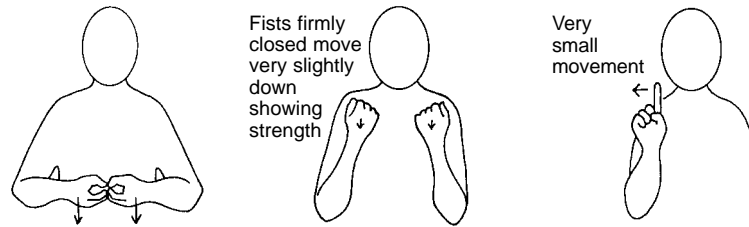


Rule

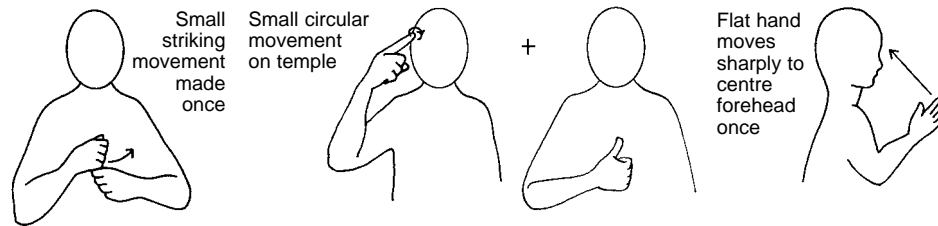
4



The Social Care Worker will help you



to be independent and



take sensible risks

Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

Right flat hand circles on left flat hand

Rule 4 means

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

Flat hands drop down to palm up, head slightly bent

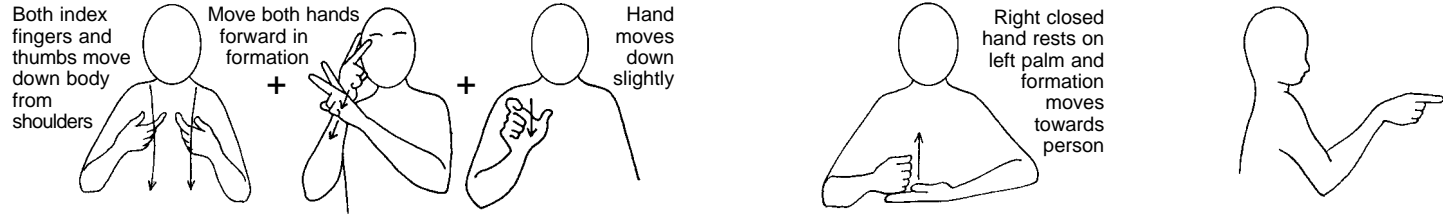
Move fist forwards towards person

The Social Care Worker will respect your

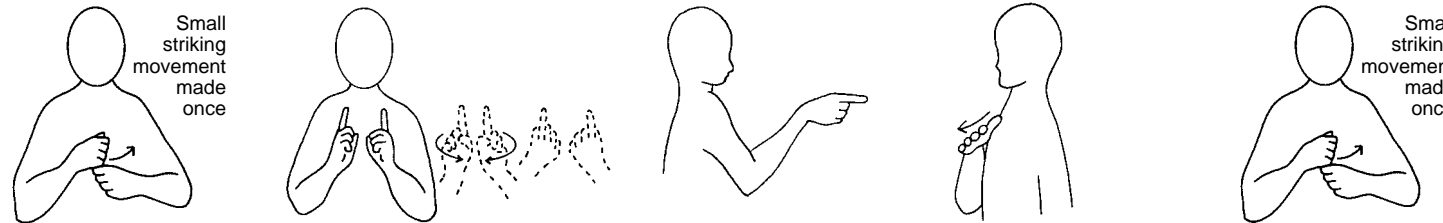
Right hand moves along flat left hand from wrist + - then changes to fist and moves sharply up

Fists firmly closed move very slightly down showing strength

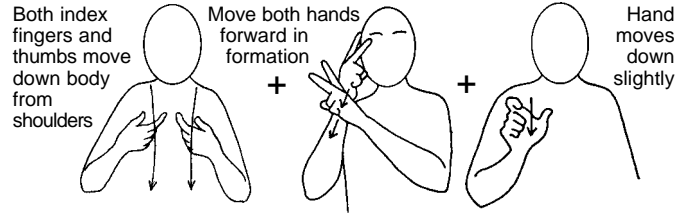
right to be independent



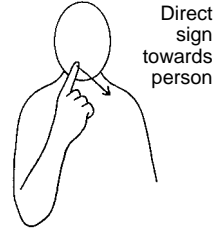
The Social Care Worker will help you



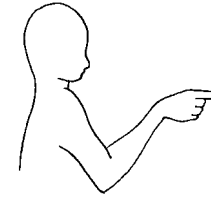
do things you want to do



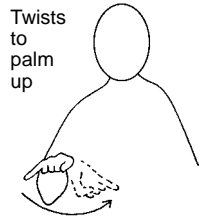
The Social Care Worker will



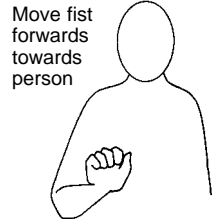
tell



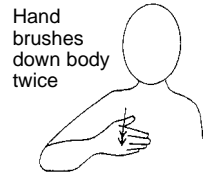
you



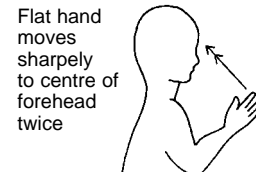
if



your

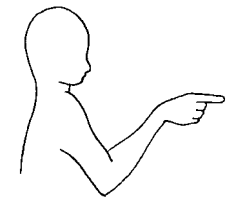


behaviour



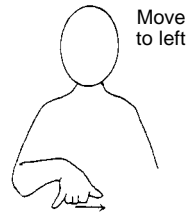
is

dangerous

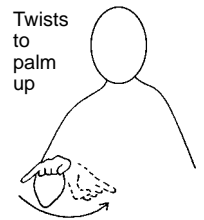


to

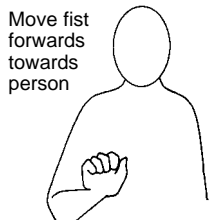
you



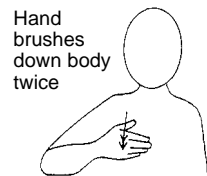
or



if



your

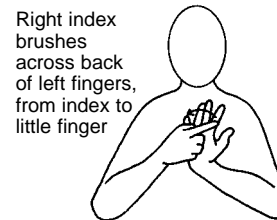


behaviour



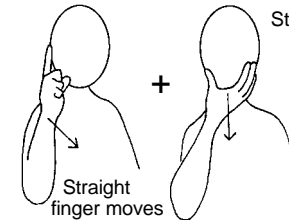
is

dangerous

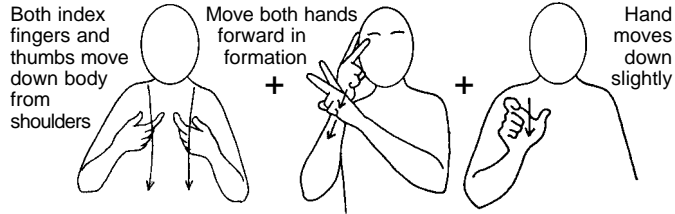


to

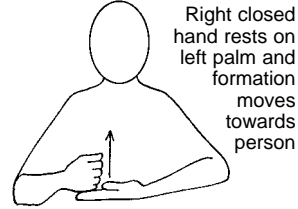
other



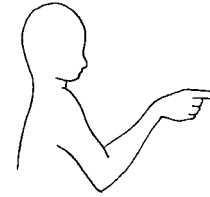
people



The Social Care Worker



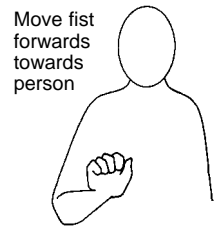
will help



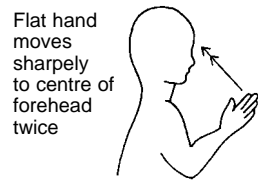
you



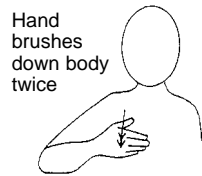
change



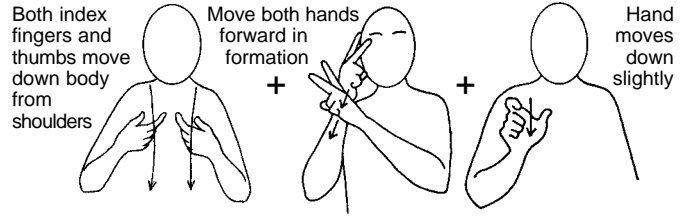
your



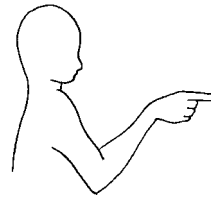
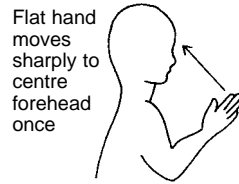
dangerous



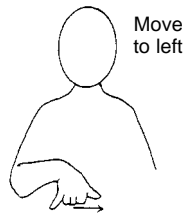
behaviour



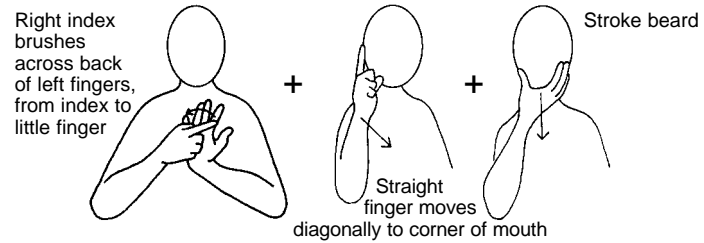
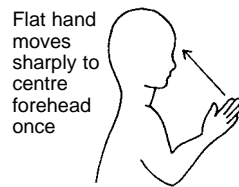
The **Social Care Worker** will **write** down



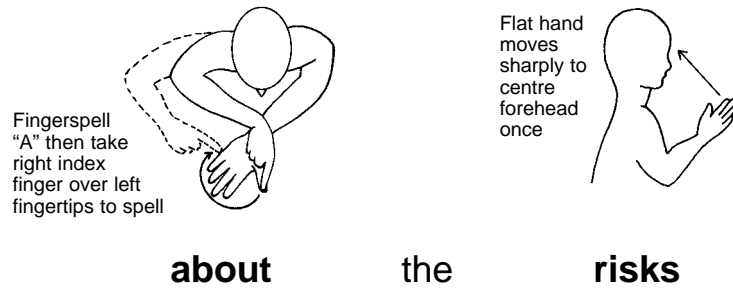
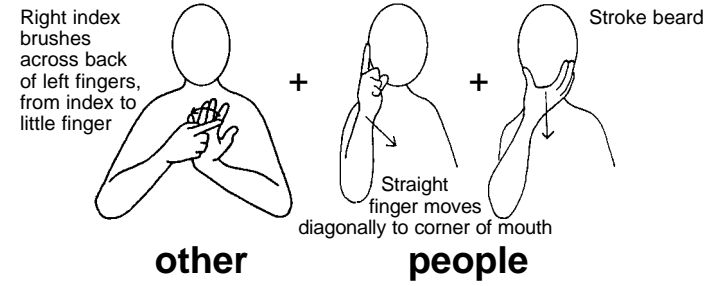
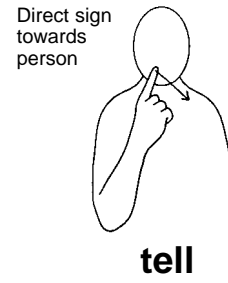
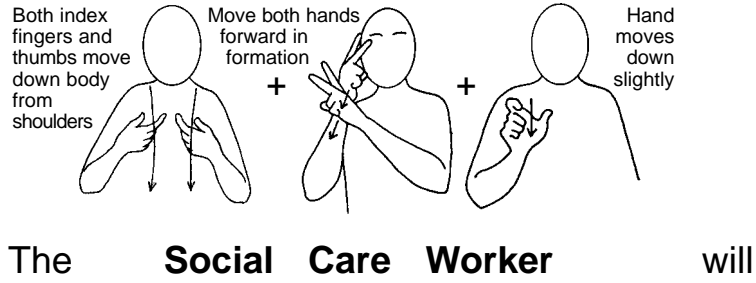
risks to **you**

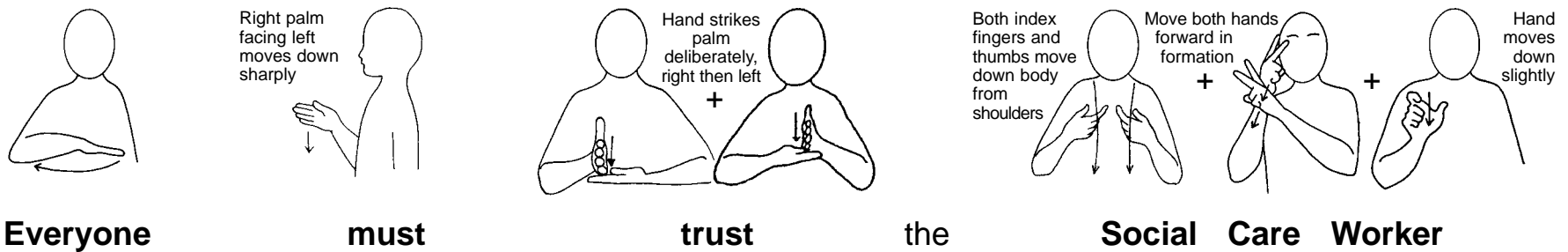
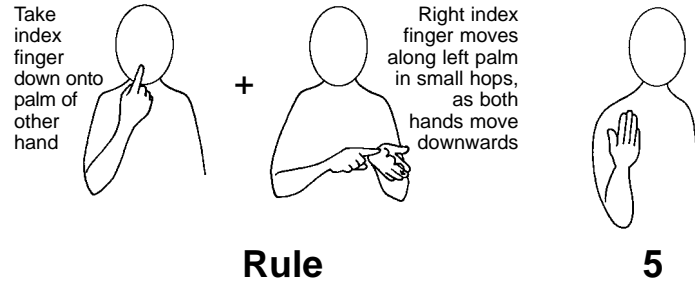


or



risks to **other people**





Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

Rule

Right flat hand circles on left flat hand

5

means

Move fist forwards towards person + Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

Your Social Care Worker will not hurt you

Position hand at appropriate part of body and shake hand

Index finger remains in contact with chin as index finger pushes sharply up and down

not bully you

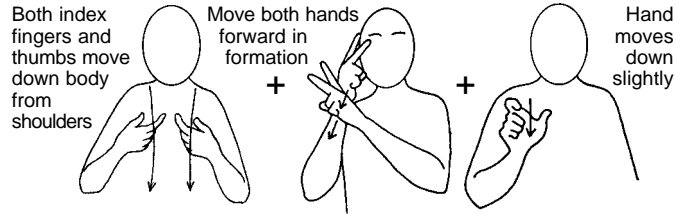
Fingers touch palm gently + Move fist towards person

not touch you

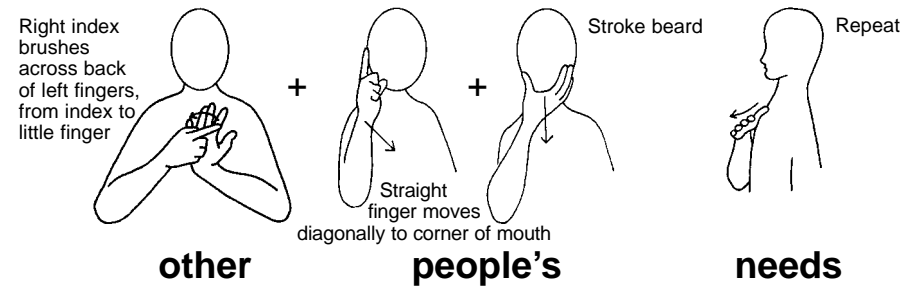
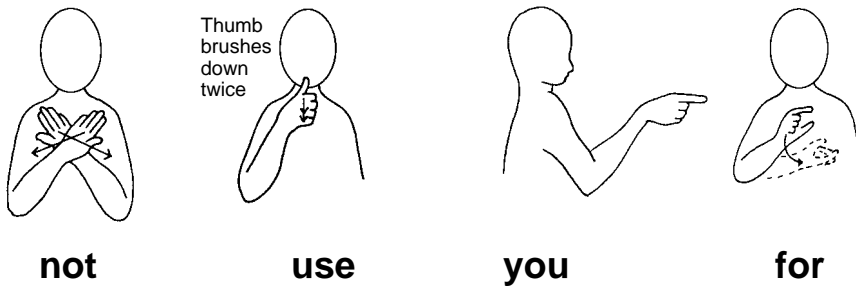
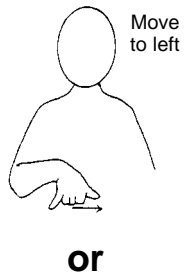
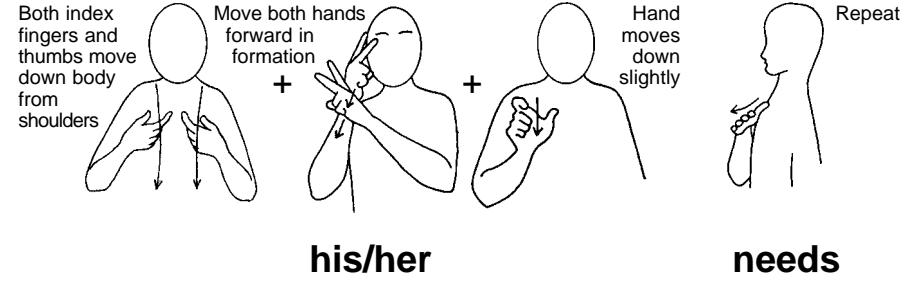
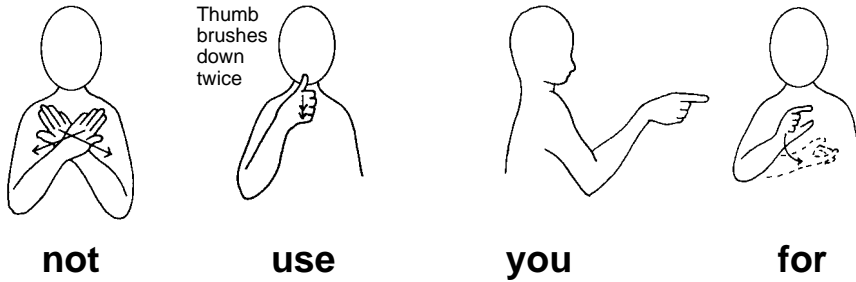
Right flat hand moves discretely to indicate between legs

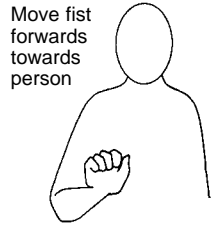
sexually

46



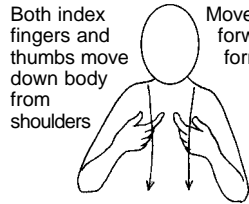
The Social Care Worker will





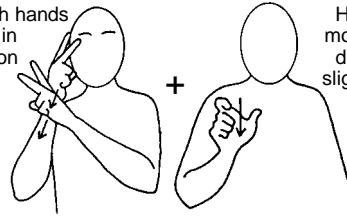
Move fist forwards towards person

Your



Both index fingers and thumbs move down body from shoulders

Social Care Worker



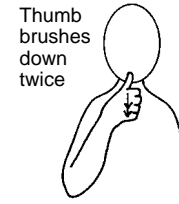
Move both hands forward in formation

Hand moves down slightly

will

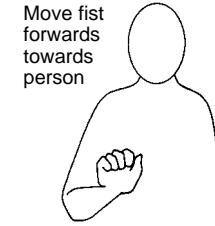


not



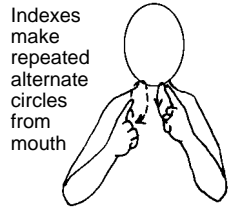
Thumb brushes down twice

use



Move fist forwards towards person

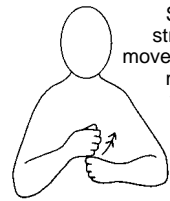
your



Indexes make repeated alternate circles from mouth

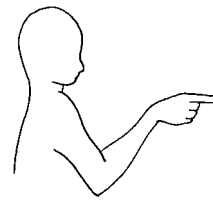
information

to

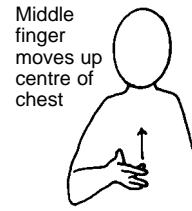


Small striking movement made twice

make

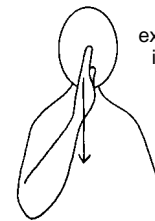


you



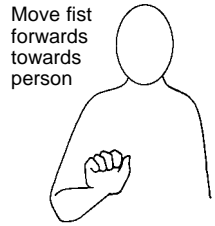
Middle finger moves up centre of chest

feel



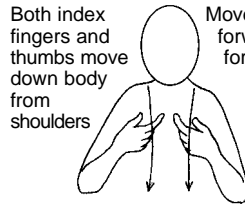
Facial expression important

sad



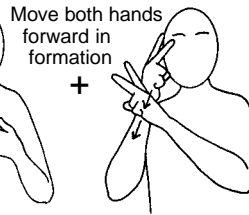
Move fist forwards towards person

Your



Both index fingers and thumbs move down body from shoulders

Social Care Worker



Move both hands forward in formation

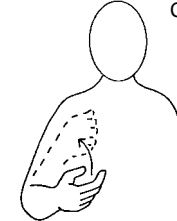


Hand moves down slightly

will

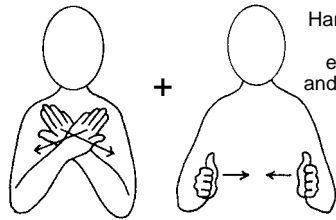


not



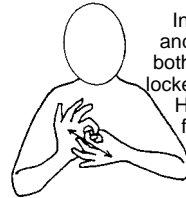
Close hand into fist and move towards body. Do not touch chest

have



Hands move towards each other and knuckles touch

an inappropriate

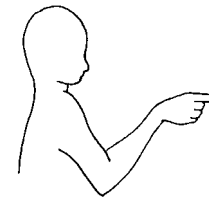


Index fingers and thumbs of both hands are locked together. Hands move forward and back repeatedly

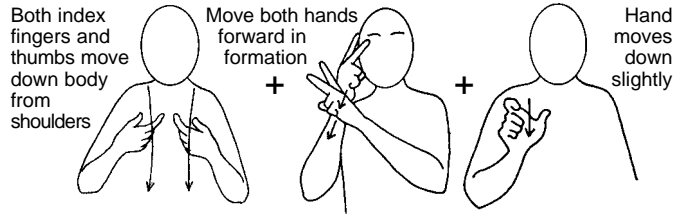
relationship



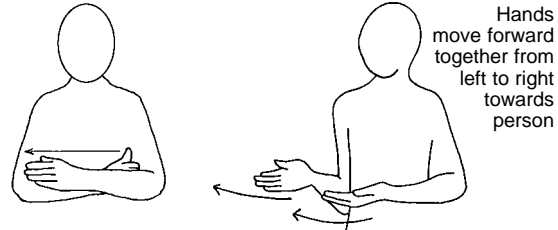
with



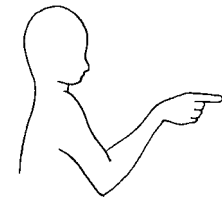
you



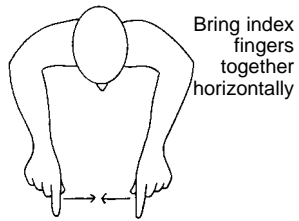
The Social Care Worker



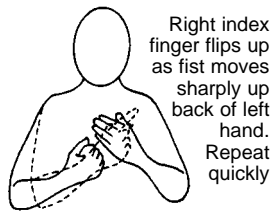
will always give



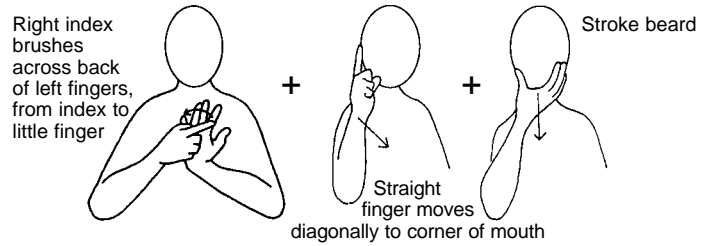
you



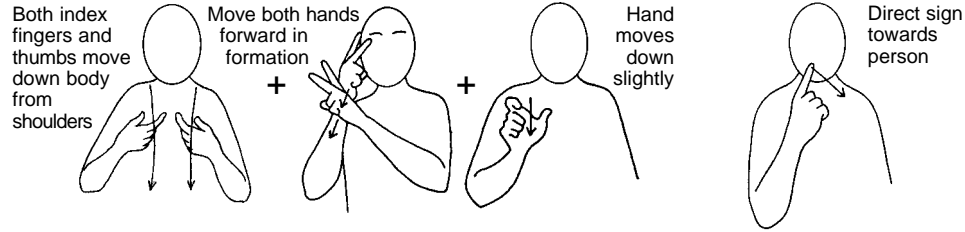
the same



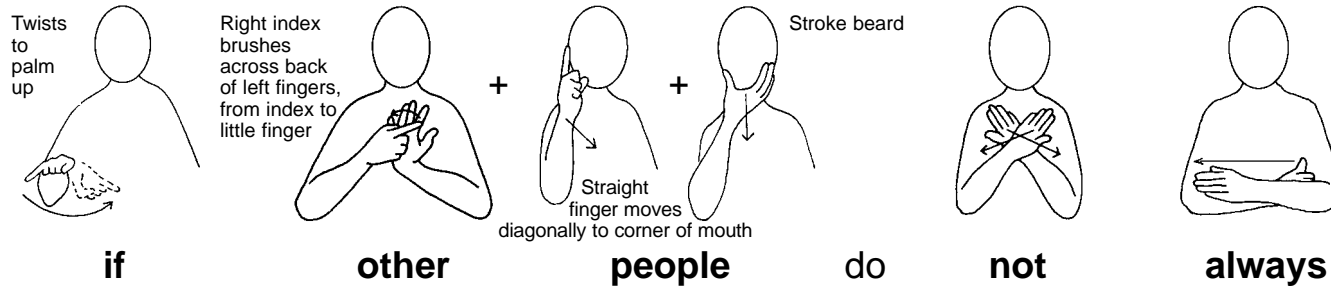
chances



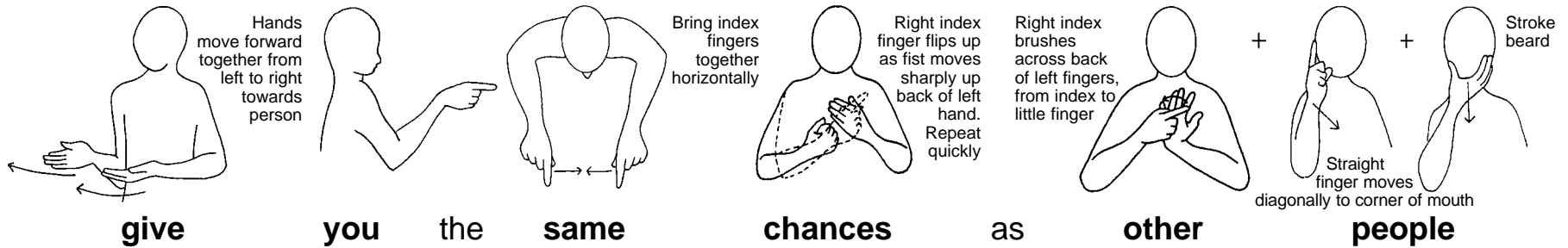
as other people



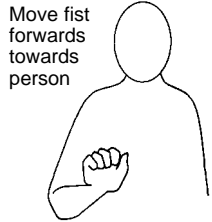
The Social Care Worker will tell



if other people do not always

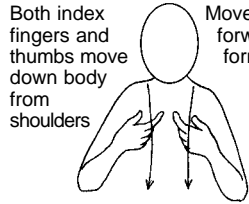


give you the same chances as other people



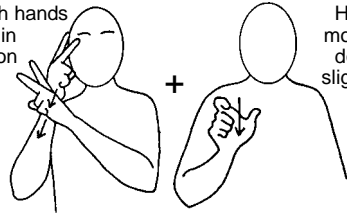
Move fist forwards towards person

Your



Both index fingers and thumbs move down body from shoulders

Social Care Worker

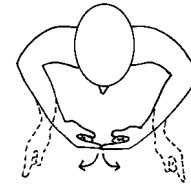


Move both hands forward in formation

will

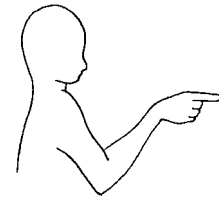


not

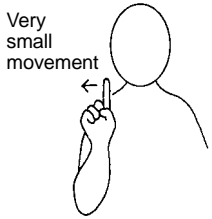


Index fingers swing down apart

let

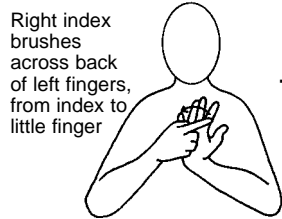


you



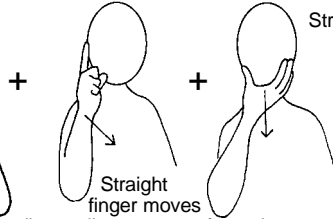
Very small movement

and



Right index brushes back of left fingers, from index to little finger

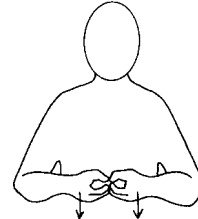
other



Straight finger moves diagonally to corner of mouth

people

Stroke beard

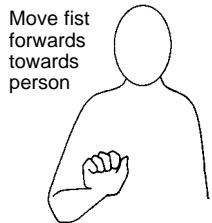


be

at

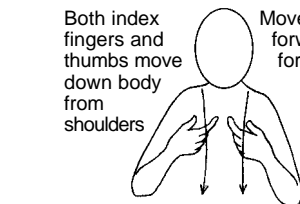
risk

Flat hand moves sharply to centre forehead once



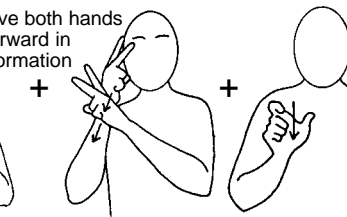
Move fist forwards towards person

Your



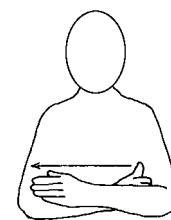
Both index fingers and thumbs move down body from shoulders

Social Care Worker

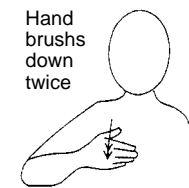


Move both hands forward in formation

will

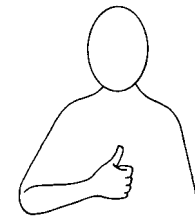


always

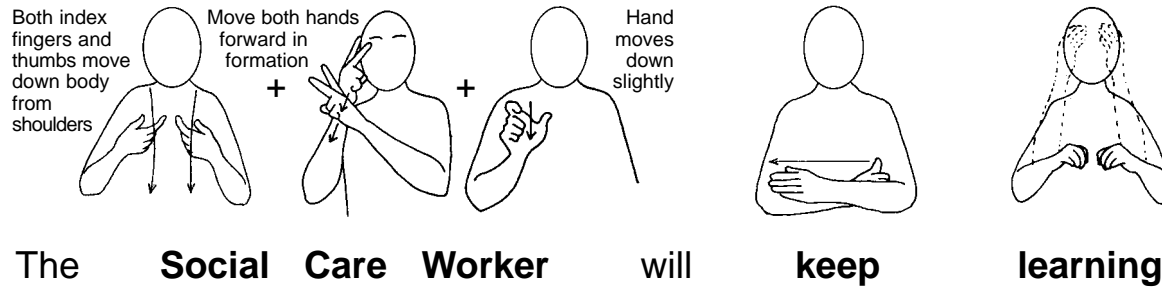
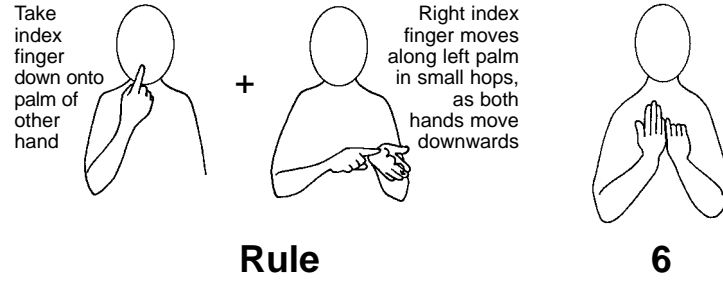


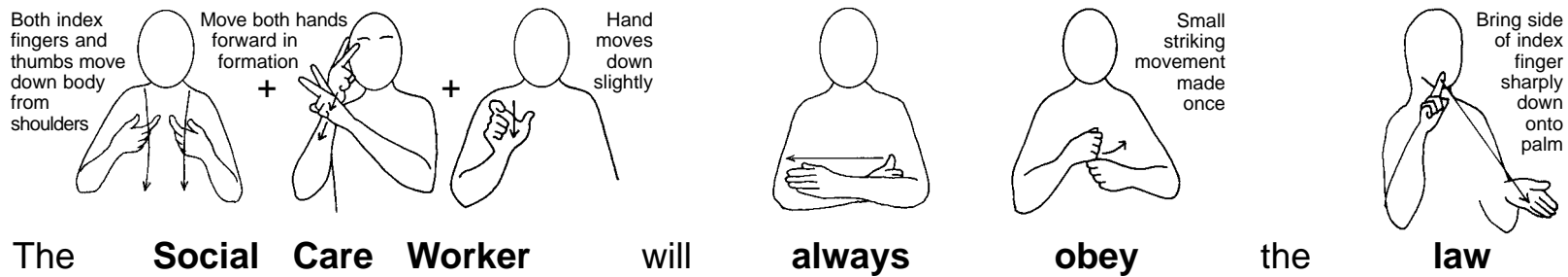
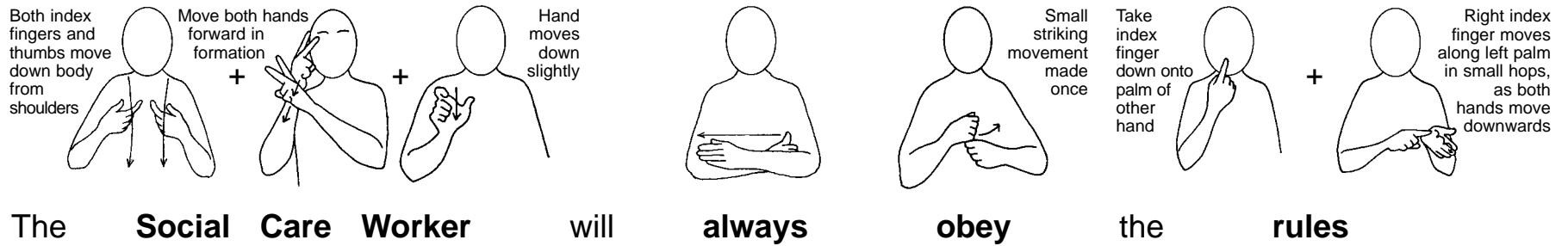
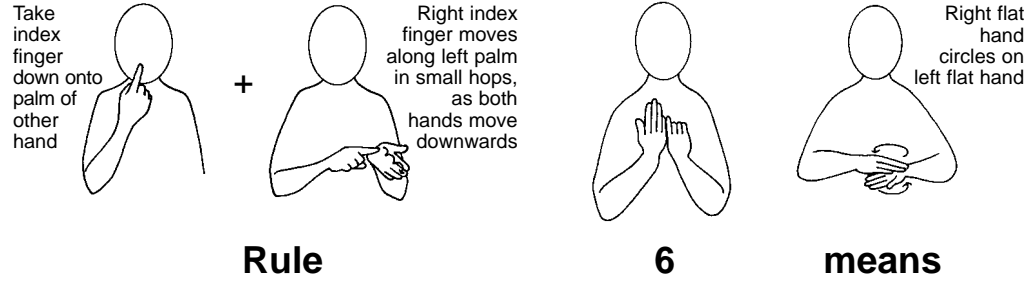
Hand brushes down twice

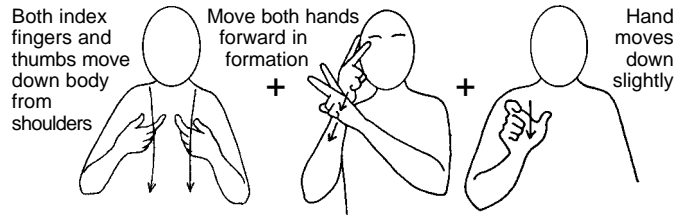
behave



well







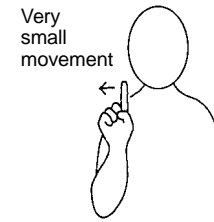
The Social Care Worker will



write



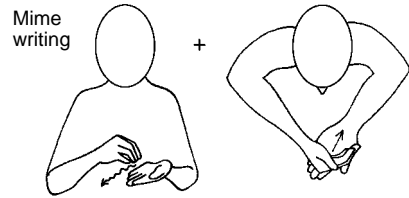
true



and

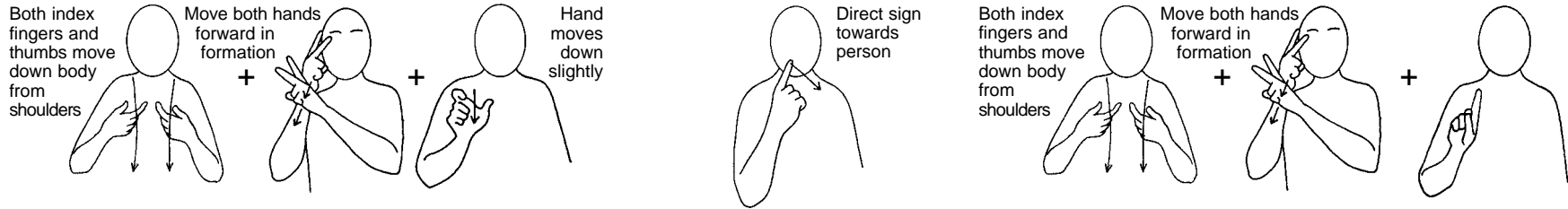


correct

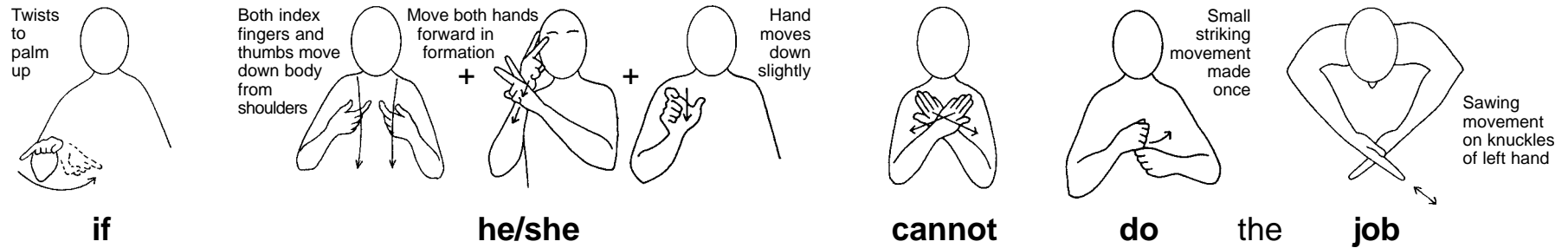


records

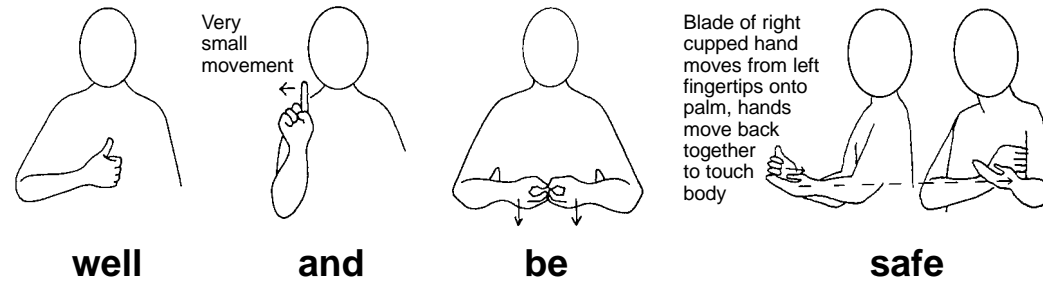
Draw cupped hand over palm from fingertips to wrist



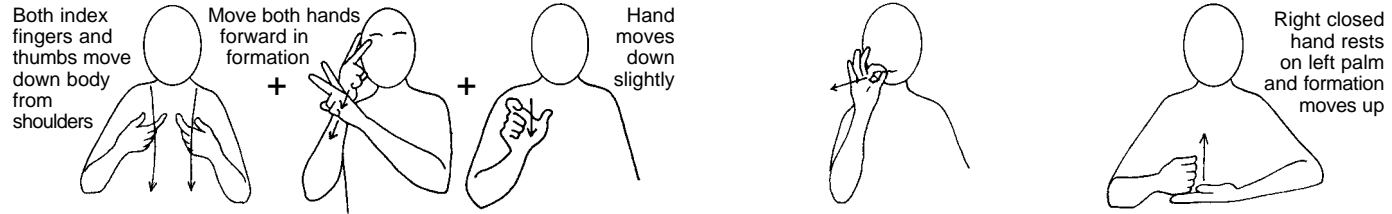
The Social Care Worker will tell the Social Care Manager



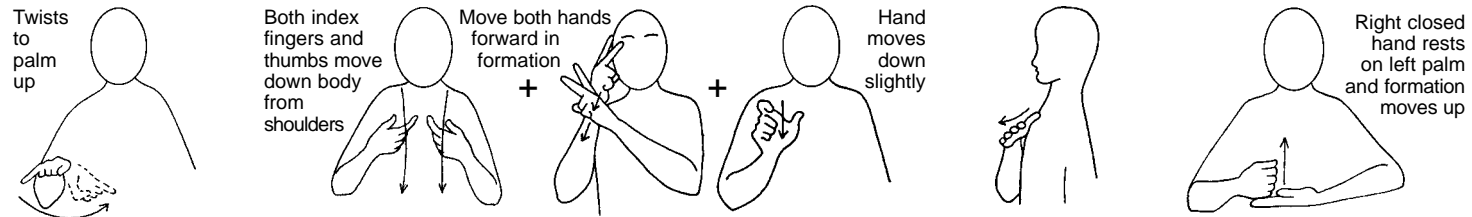
if he/she cannot do the job



well and be safe



The Social Care Worker will ask for help



if

he/she

needs

help

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

Repeated sawing movement on knuckles of other hand

The Social Care Worker will work well with

Detailed description: This block illustrates the sign language for the sentence "The Social Care Worker will work well with". It consists of seven hand-drawn figures of a person from the chest up, showing hand positions and movements. The first three figures are connected by plus signs. The first figure shows both index fingers and thumbs moving down from the shoulders. The second figure shows both hands moving forward in a specific formation. The third figure shows the right hand moving down slightly. The fourth figure shows a repeated sawing movement on the knuckles of the other hand. The fifth figure shows the right hand in a thumbs-up position. The sixth and seventh figures show the hands clasped together in front of the chest.

Right index finger brushes across back of left finger from index to little finger + Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

other Social Care Workers

Detailed description: This block illustrates the sign language for the sentence "other Social Care Workers". It consists of four hand-drawn figures of a person from the chest up, showing hand positions and movements. The first figure shows the right index finger brushing across the back of the left hand from the index to the little finger. The second figure shows both index fingers and thumbs moving down from the shoulders. The third figure shows both hands moving forward in a specific formation. The fourth figure shows the right hand moving down slightly.

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly + Small striking movement made twice + Right index brushes across back of left fingers, from index to little finger + Straight finger moves diagonally to corner of mouth + Stroke beard

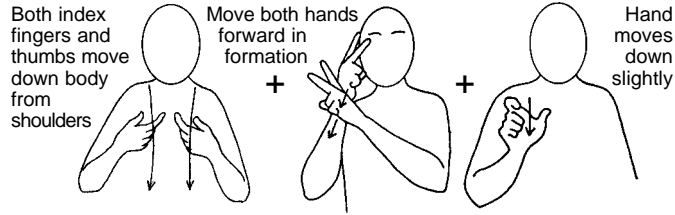
The Social Care Worker will make sure other people

Small striking movement made once + Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

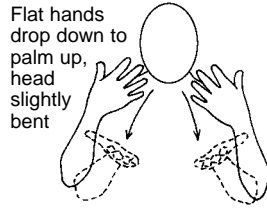
do things he/she

Right index brushes across back of left fingers, from index to little finger + Stroke beard + Straight finger moves diagonally to corner of mouth + Small striking movement made once

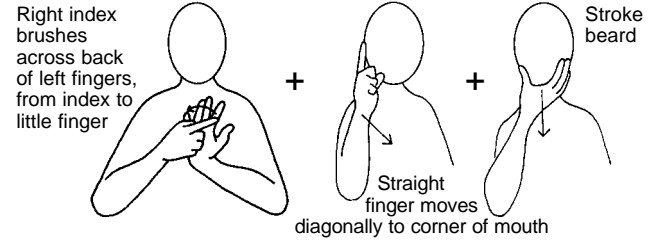
has asked other people to do



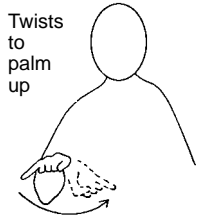
The Social Care Worker



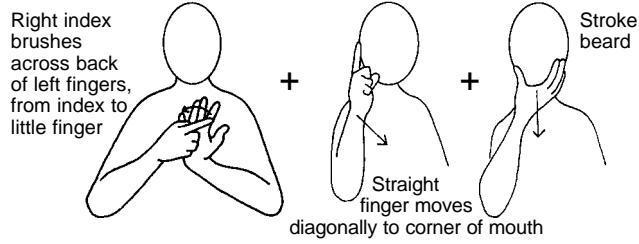
will respect



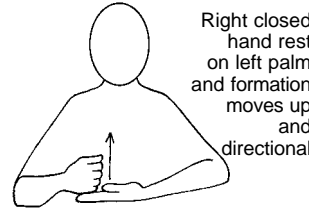
other people



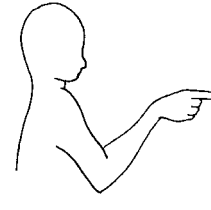
if



other people



help



you

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

The Social Care Worker will go on training courses

Right closed hand rest on left palm and formation moves up + Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly + Small striking movement made once + Sawing movement on knuckles of left hand

to help the Social Care Worker to do a good job

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly + Right closed hand rests on left palm and formation moves up + Right index brushes across back of left fingers, from index to little finger + Straight finger moves diagonally to corner of mouth + Stroke beard

The Social Care Worker will help train other people



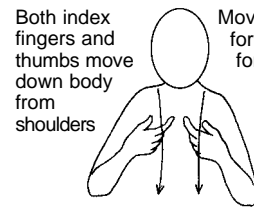
+



Rules



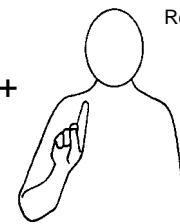
for



+

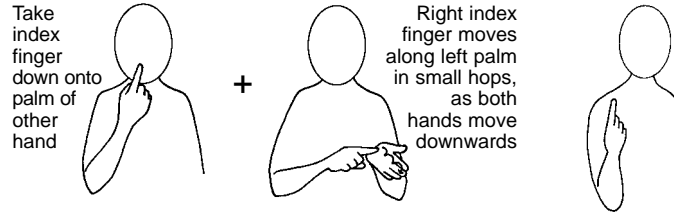


+



Repeat

Social Care Managers

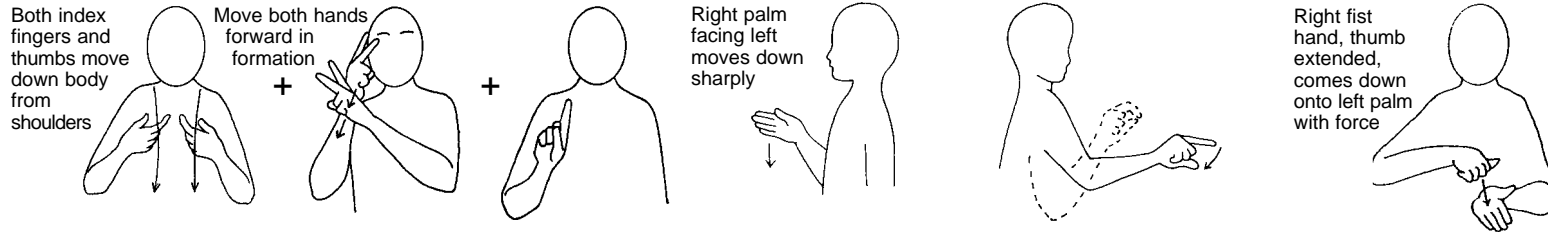


Take index finger down onto palm of other hand

Right index finger moves along left palm in small hops, as both hands move downwards

Rule

1



Both index fingers and thumbs move down body from shoulders

Move both hands forward in formation

Right palm facing left moves down sharply

Right fist hand, thumb extended, comes down onto left palm with force

The Social Care Manager must choose the right



Both index fingers and thumbs move down body from shoulders

Move both hands forward in formation

Hand moves down slightly

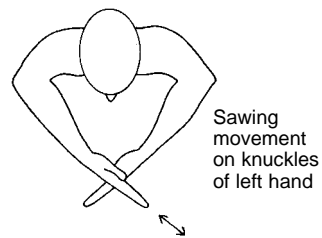
Small striking movement made once

Both index fingers and thumbs move down body from shoulders

Move both hands forward in formation

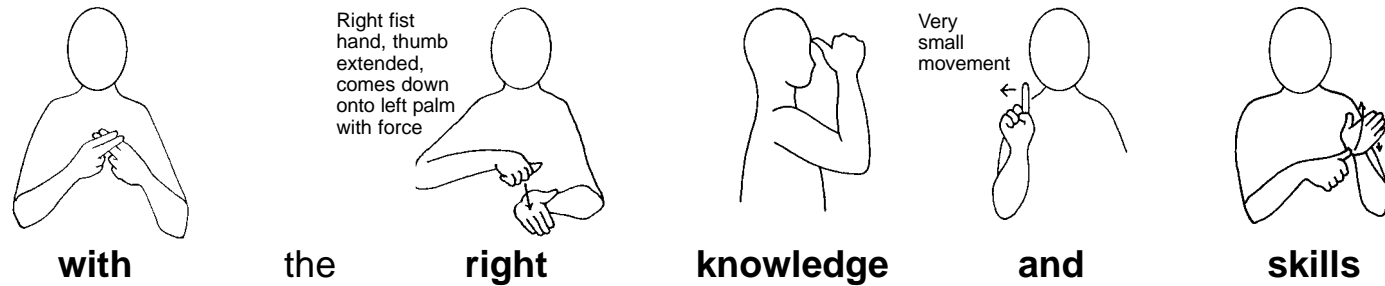
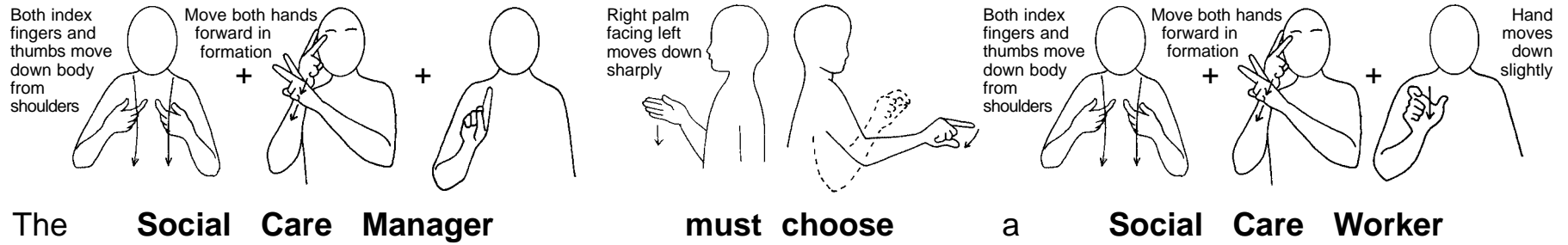
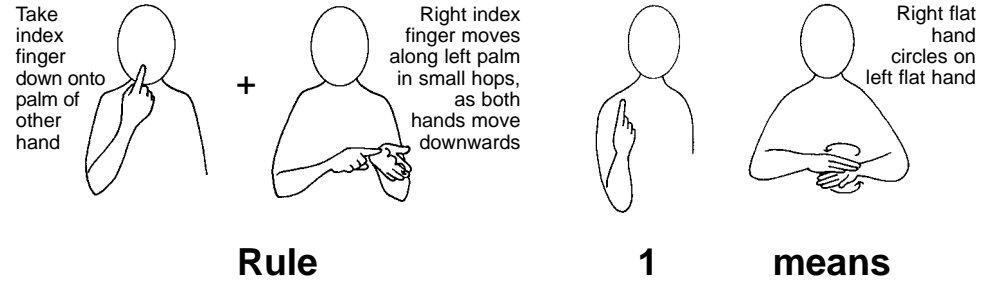
Hand moves down slightly

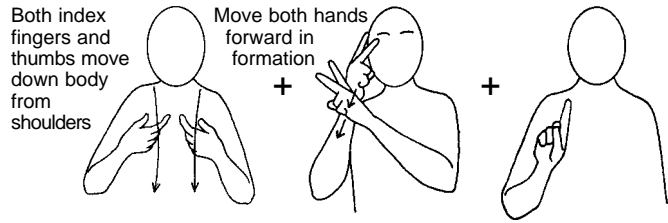
Social Care Worker to do the Social Care Worker's



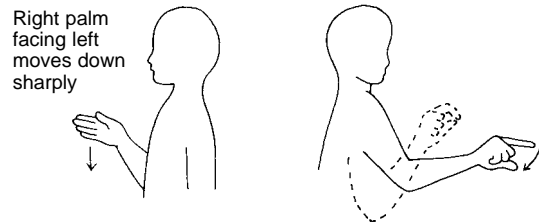
Sawing movement on knuckles of left hand

job

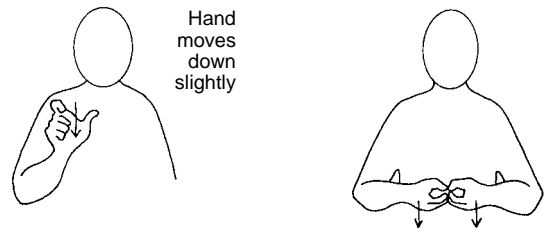




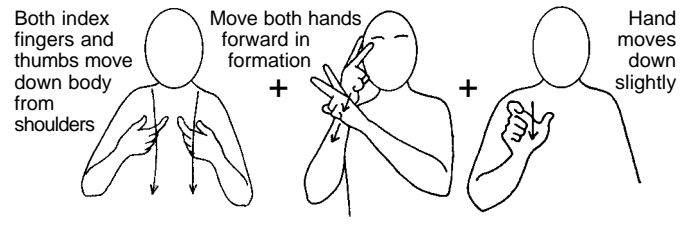
The **Social Care Manager**



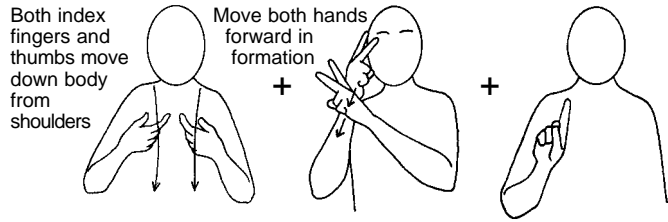
must choose the best



person to be



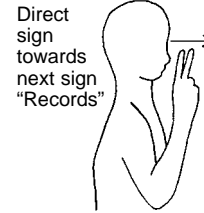
a **Social Care Worker**



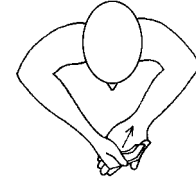
The Social Care Manager



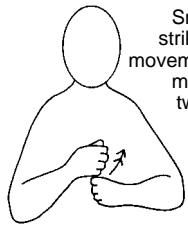
must



check



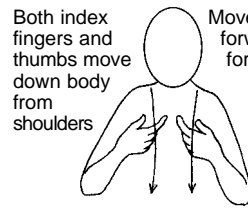
records



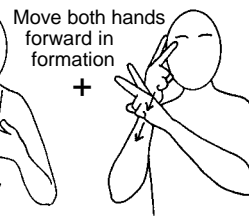
to make



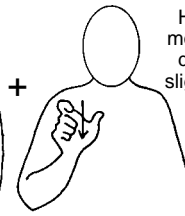
sure



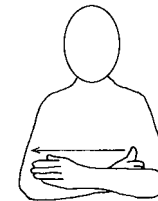
the



Social Care Worker



Hand moves down slightly

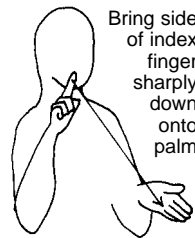


always

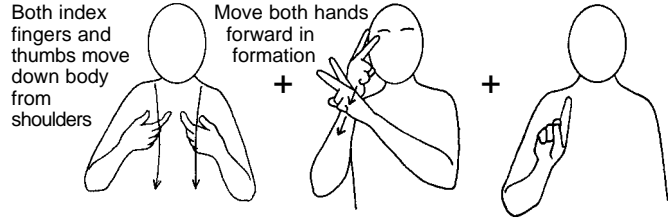


obeys

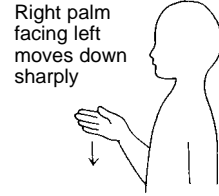
the



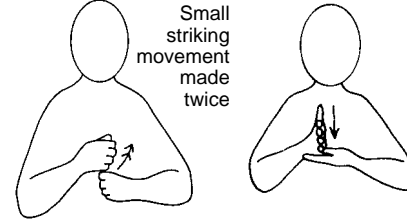
law



The Social Care Manager



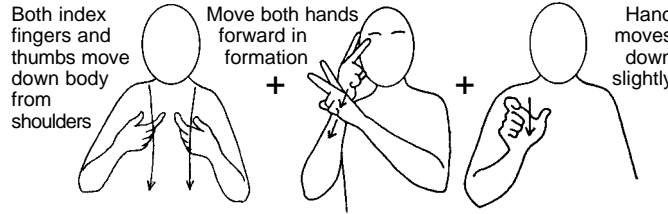
must



make

sure

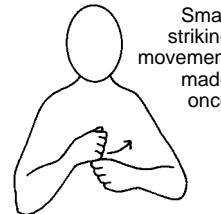
that



the Social Care Worker

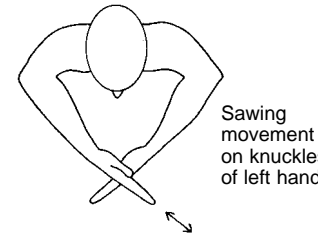


can

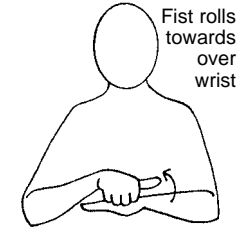


do

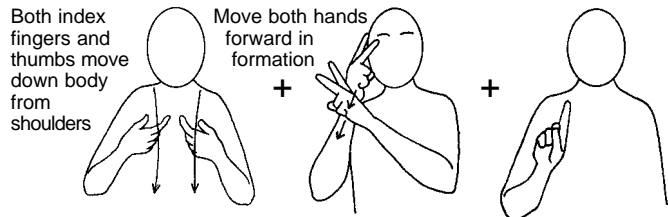
the



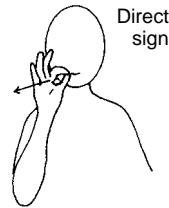
job



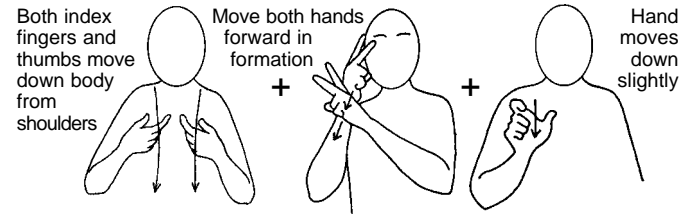
before



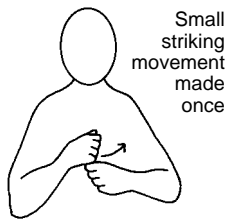
the Social Care Manager



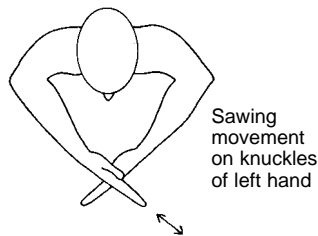
asks



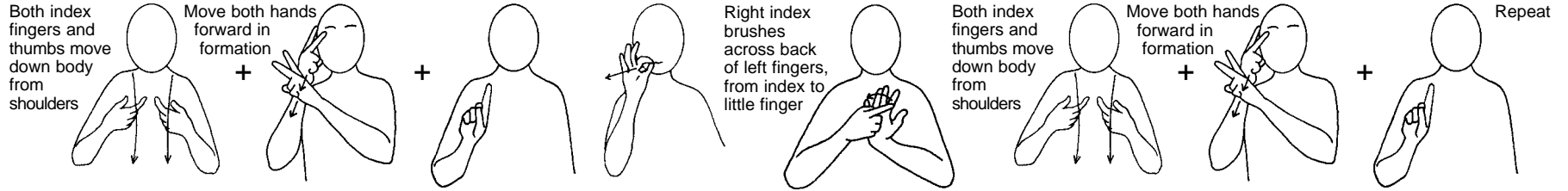
him/her



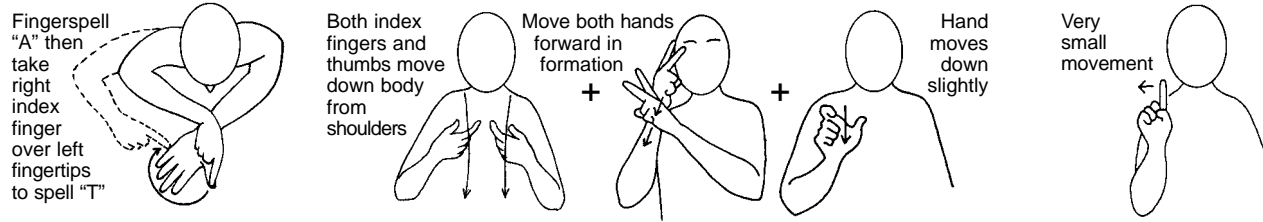
to do



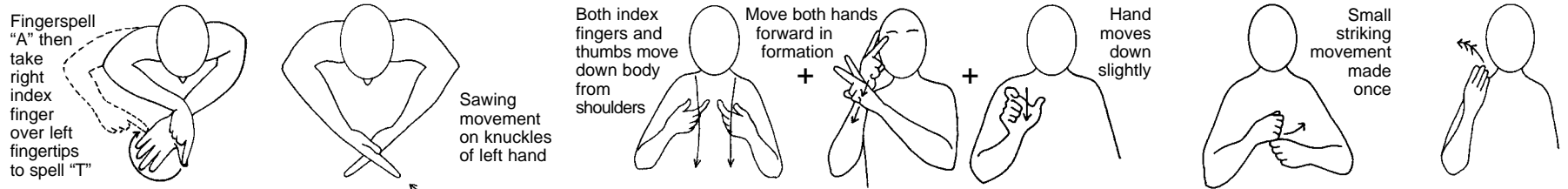
the job



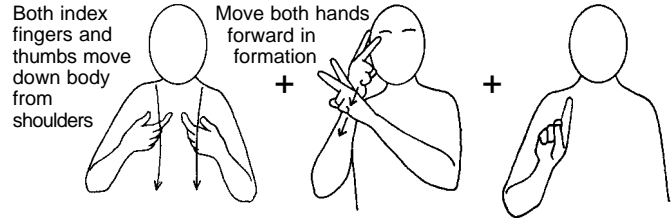
The Social Care Manager will ask other Social Care Managers



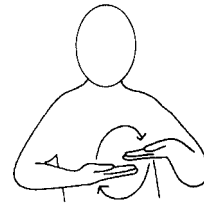
about the Social Care Worker and



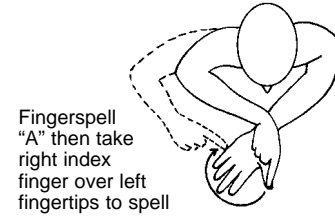
about the work the Social Care Worker has done before



The **Social Care Manager** will

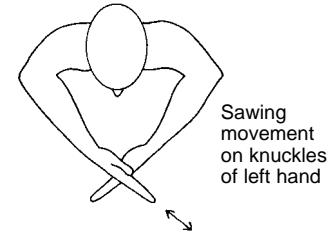


explain



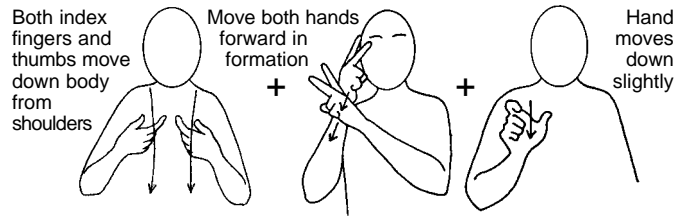
Fingerspell "A" then take right index finger over left fingertips to spell

about

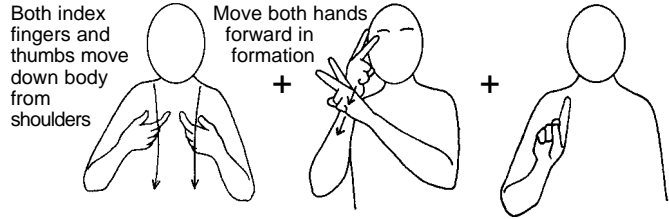


Sawing movement on knuckles of left hand

the **job**



to the **Social Care Worker**

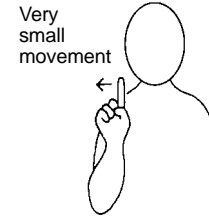


The Social Care Manager

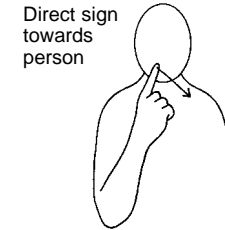
will



watch

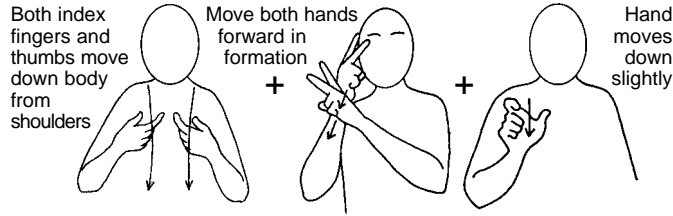


and



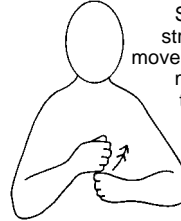
talk

to



the Social Care Worker

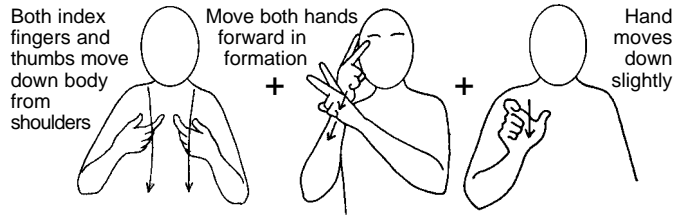
to



make



sure



the Social Care Worker

is

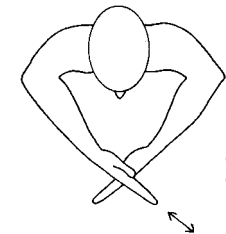


doing

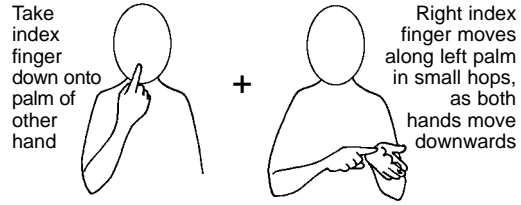
a



good



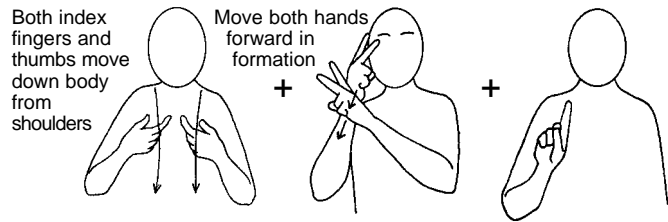
job



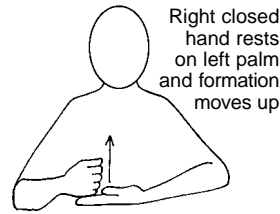
Rule



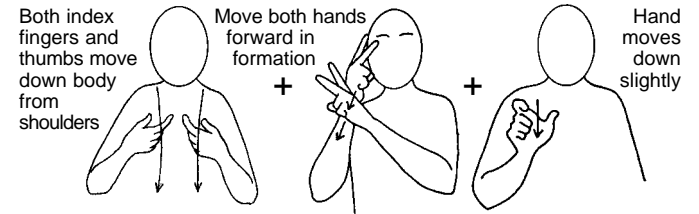
2



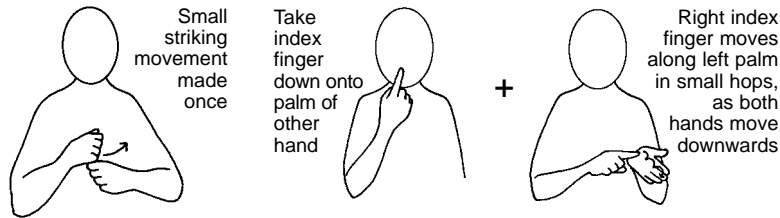
The Social Care Manager



will



the Social Care Worker



obey

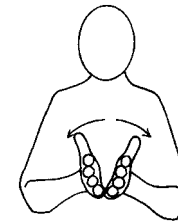
the

rules



in

this



book

Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

Right flat hand circles on left flat hand

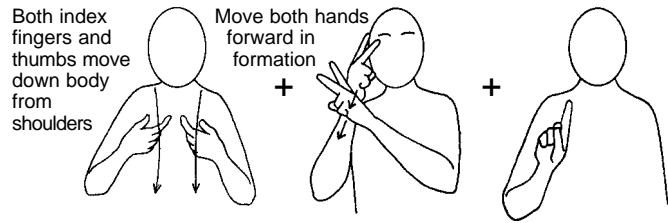
2 means

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Mime writing + Right index brushes across back of left fingers, from index to little finger + Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

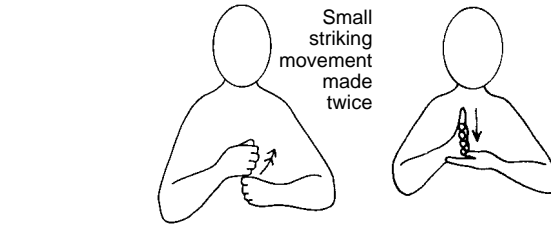
The Social Care Manager will write down other rules

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

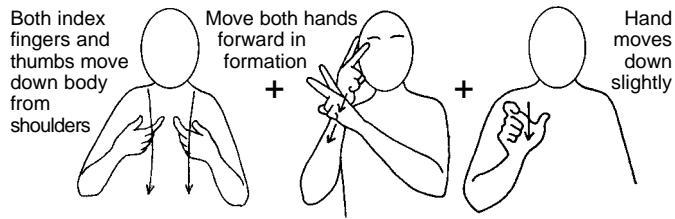
for the Social Care Worker



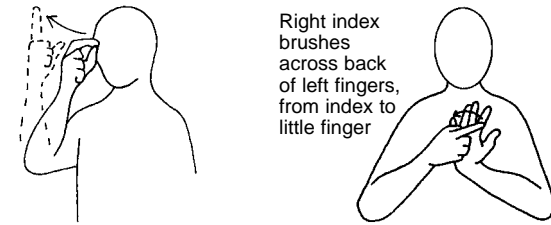
The Social Care Manager



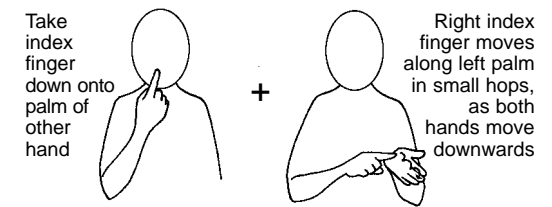
will make sure



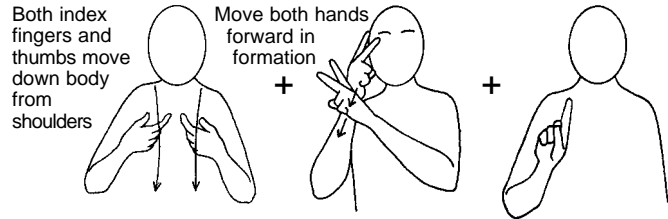
the Social Care Worker



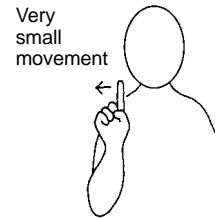
understands these other



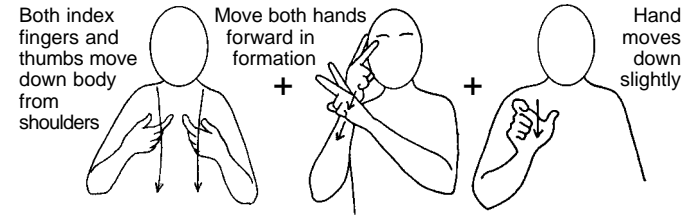
rules



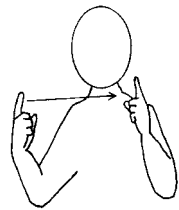
The **Social Care Manager**



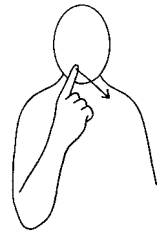
and



the **Social Care Worker**



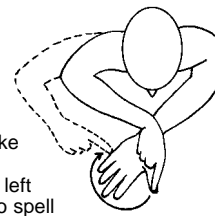
will



meet

to

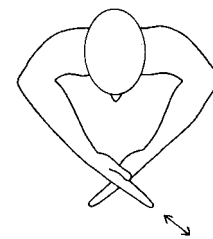
talk



Fingerspell "A" then take right index finger over left fingertips to spell

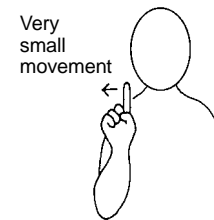
about

the



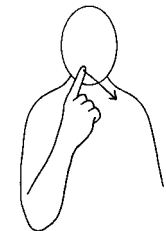
Sawing movement on knuckles of left hand

job

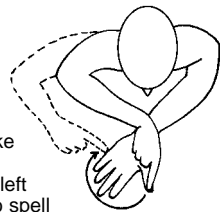


Very small movement

and

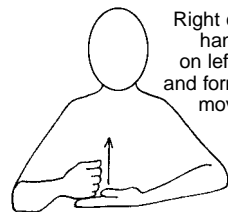


talk



Fingerspell "A" then take right index finger over left fingertips to spell

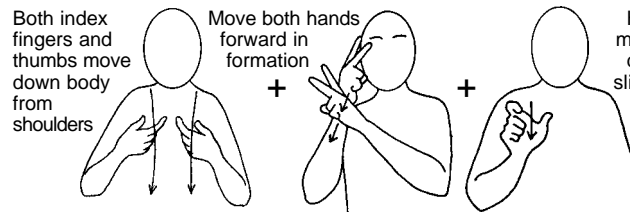
about



Right closed hand rest on left palm and formation moves up

help

the



Both index fingers and thumbs move down body from shoulders

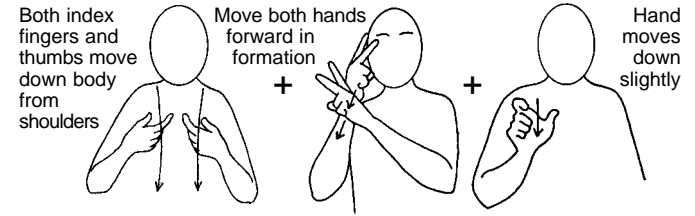
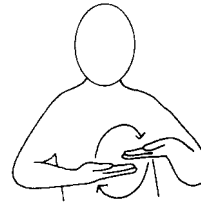
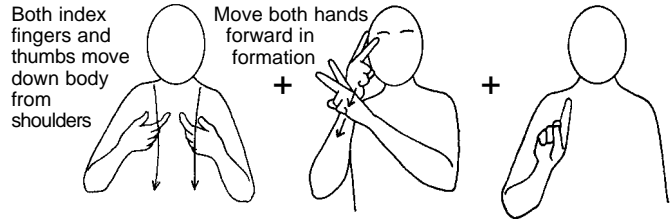
Move both hands forward in formation

Hand moves down slightly

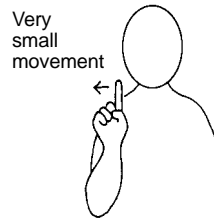
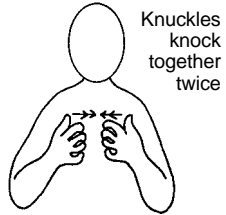
Social Care Worker



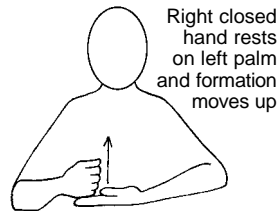
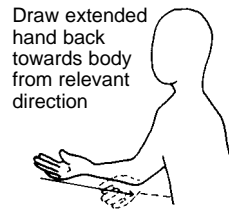
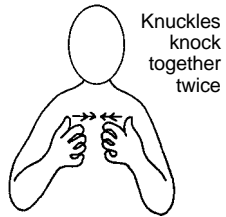
needs



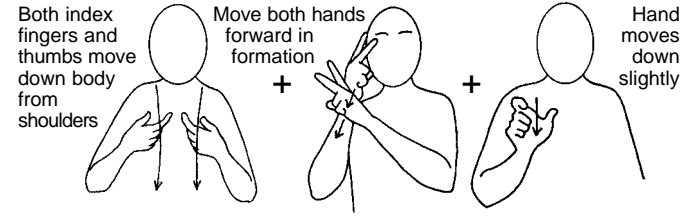
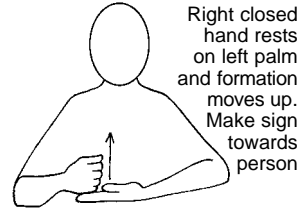
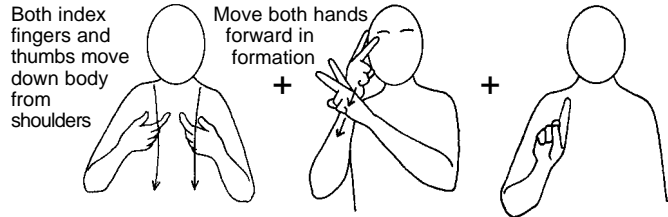
The Social Care Manager will explain to the Social Care Worker



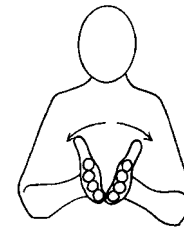
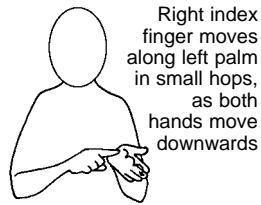
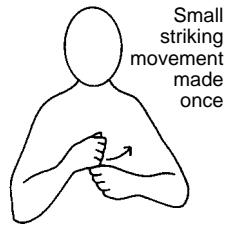
about the way to complain and



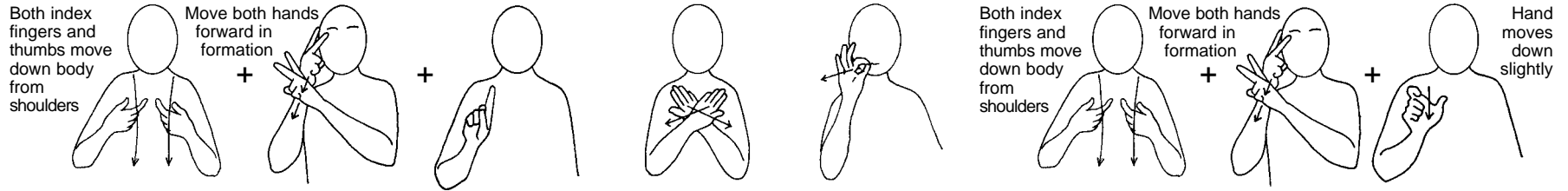
about the way to get help



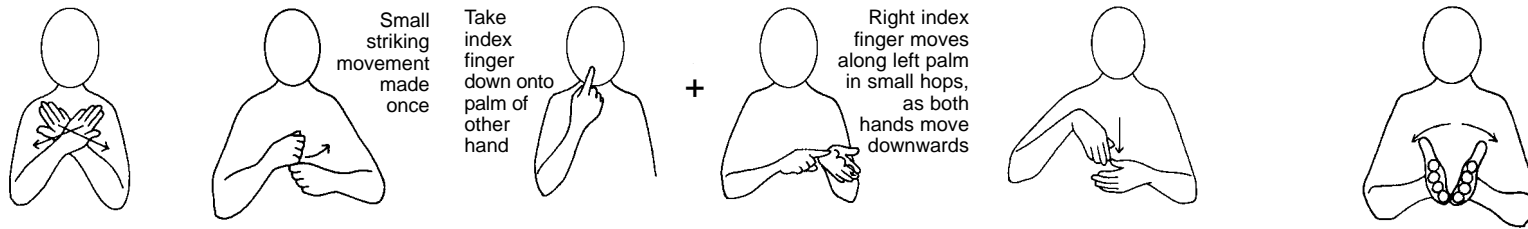
The Social Care Manager will help the Social Care Worker



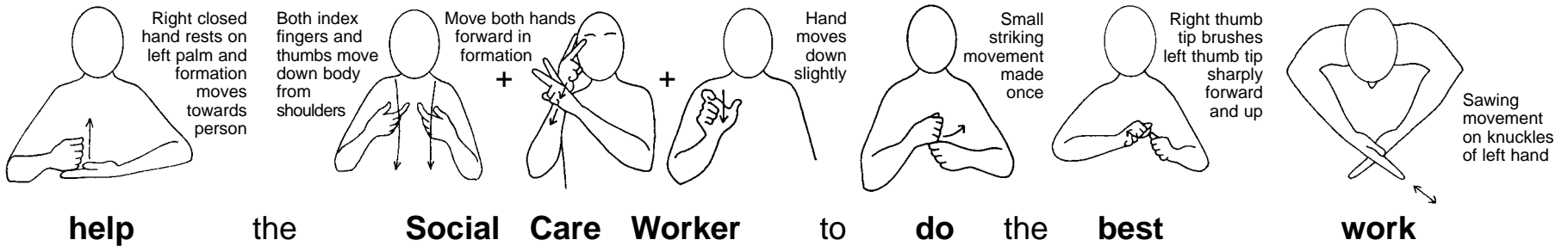
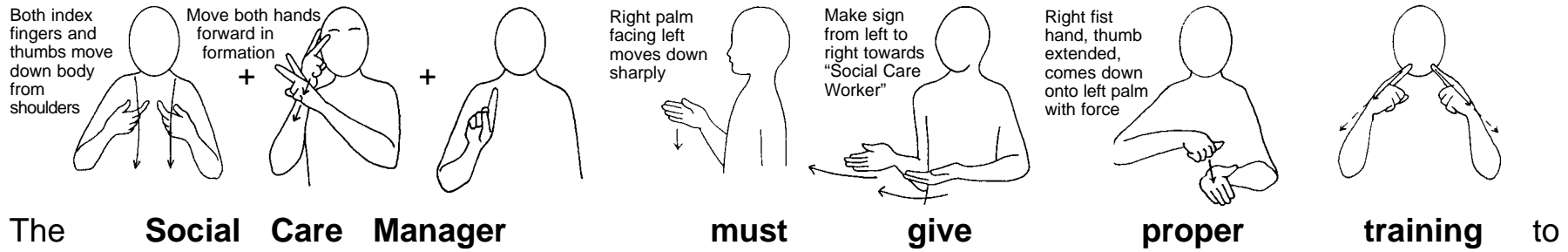
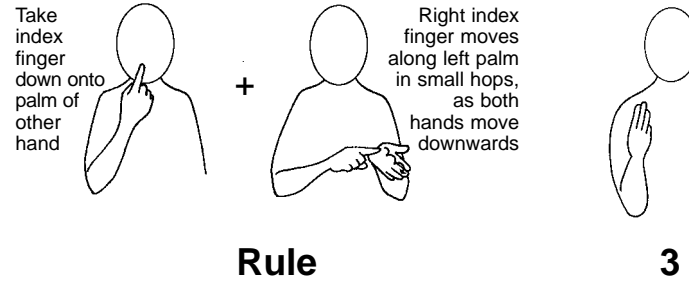
to obey the rules in this book

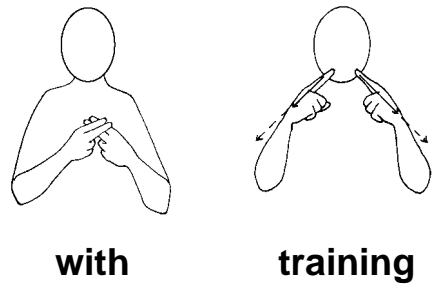
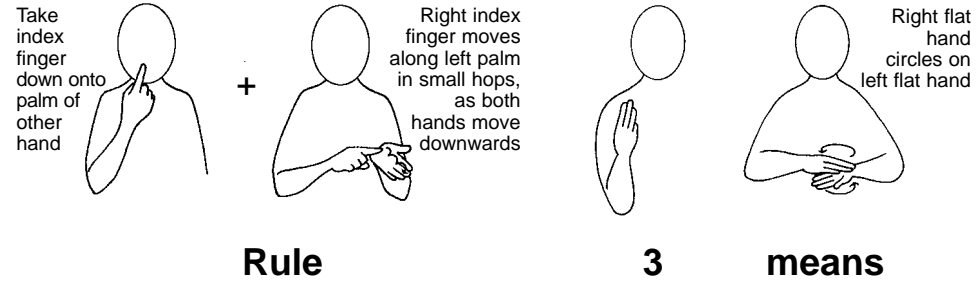


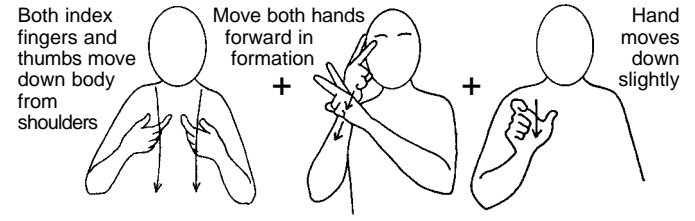
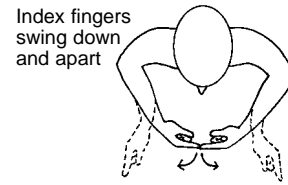
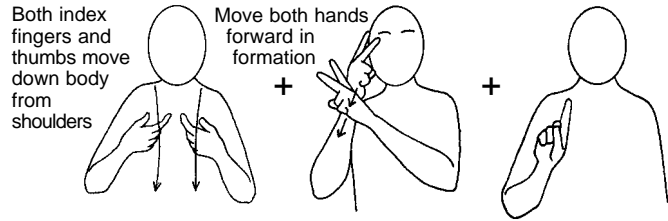
The Social Care Manager will never ask the Social Care Worker



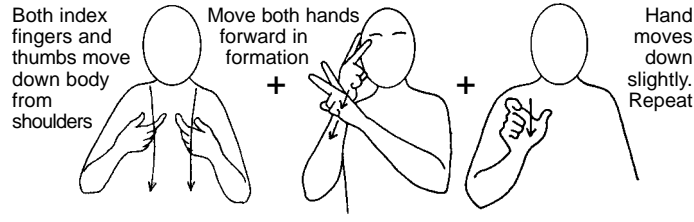
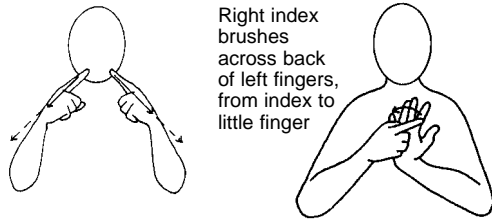
not to obey the rules in this book



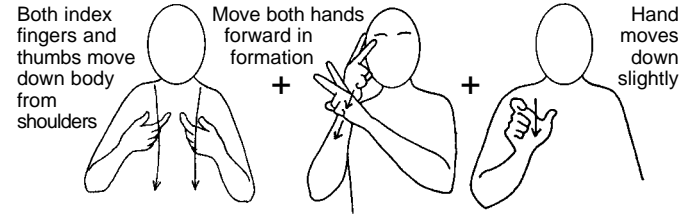
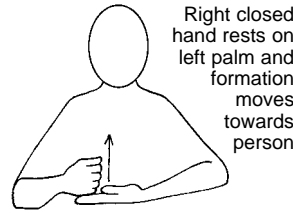
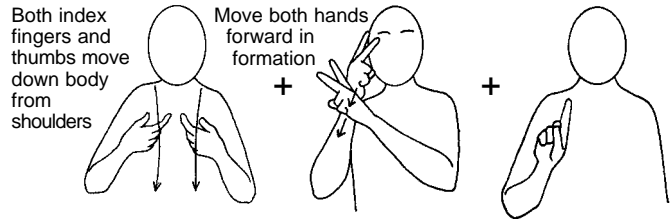




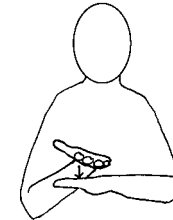
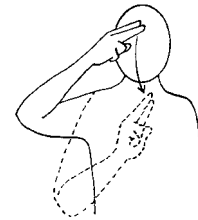
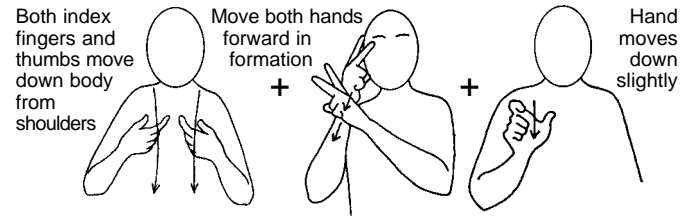
The Social Care Manager will allow the Social Care Worker



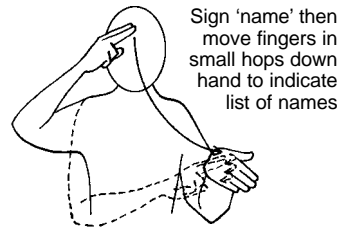
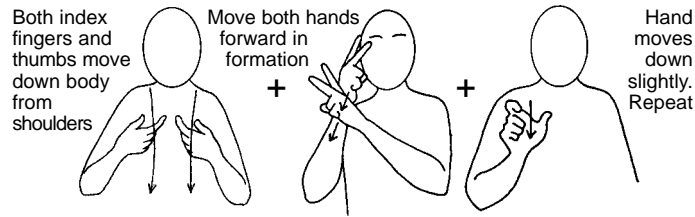
to teach other Social Care Workers



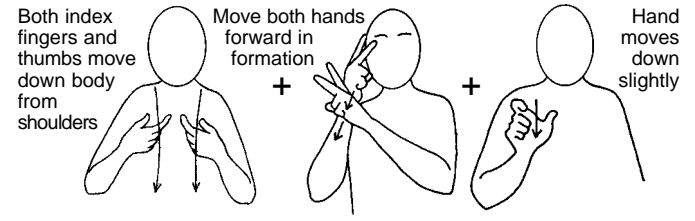
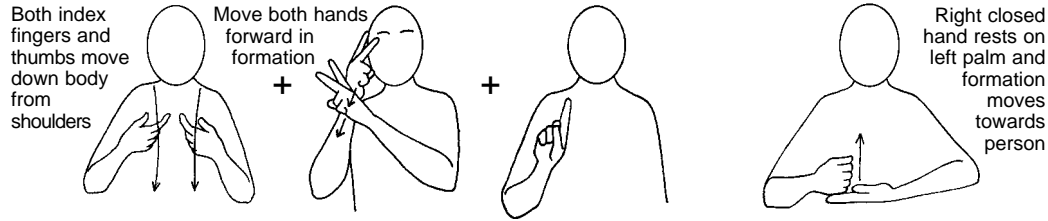
The Social Care Manager will help the Social Care Worker



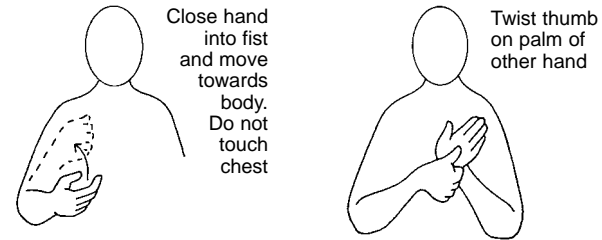
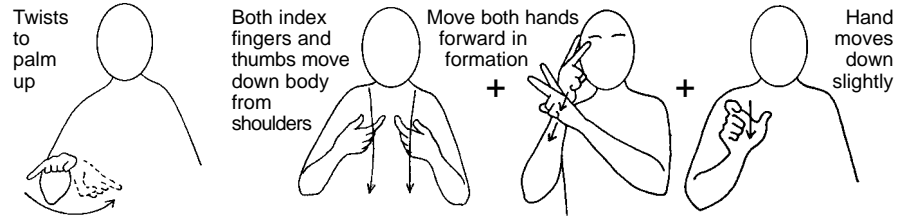
to put his/her name on



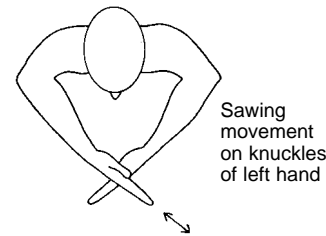
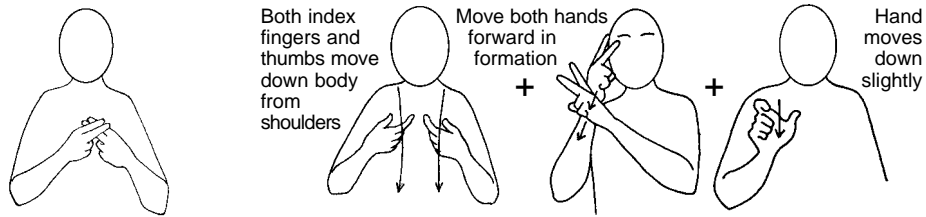
the Social Care Workers' register



The Social Care Manager will help the Social Care Worker



if the Social Care Worker has problems



with his/her work

Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

Rule **4**

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Right palm facing left moves down sharply + Small striking movement made twice

The Social Care Manager must make sure

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly. Repeat + Flat hands drop down to palm up, head slightly bent + Right index brushes across back of left fingers, from index to little finger + Stroke beard + Very small movement

Social Care Workers respect other people and

Right index brushes across back of left fingers, from index to little finger + Stroke beard + Straight finger moves diagonally to corner of mouth + Blade of right cupped hand moves from left fingertips onto palm, hands move back together to touch body

keep other people safe

Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

Right flat hand circles on left flat hand

Rule 4 means

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Direct sign towards "Social Care Worker" + Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

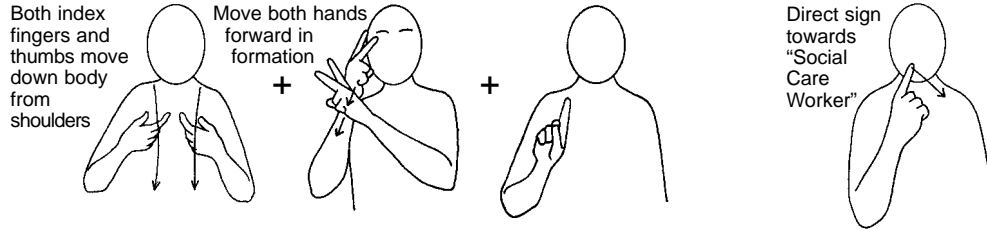
The Social Care Manager will tell the Social Care Worker

Extended little finger comes down firmly onto left palm + Index finger remains in contact with chin as index finger pushes sharply up and down + Straight finger moves diagonally to corner of mouth + Stroke beard

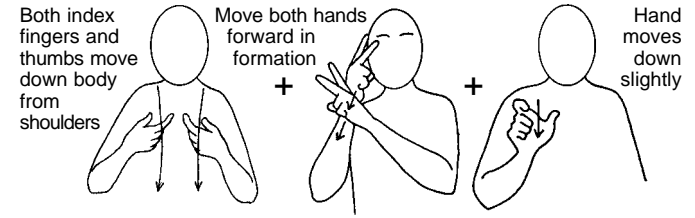
it is wrong to bully people

Very small movement + Extended little finger comes down firmly onto left palm + Right index and middle finger form a "V" hand and brushes forward along left index finger twice + Straight finger moves diagonally to corner of mouth + Stroke beard

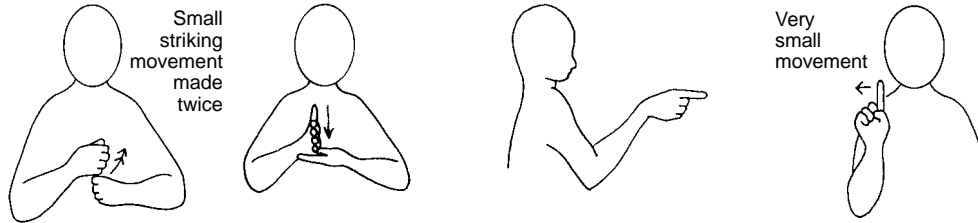
and wrong to tease people



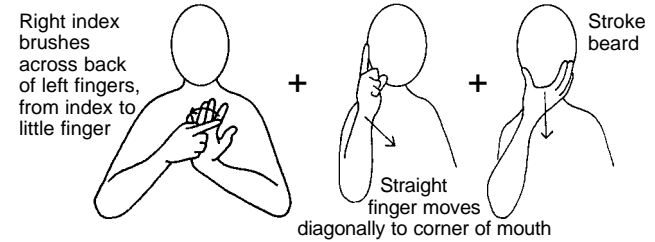
The Social Care Manager will tell



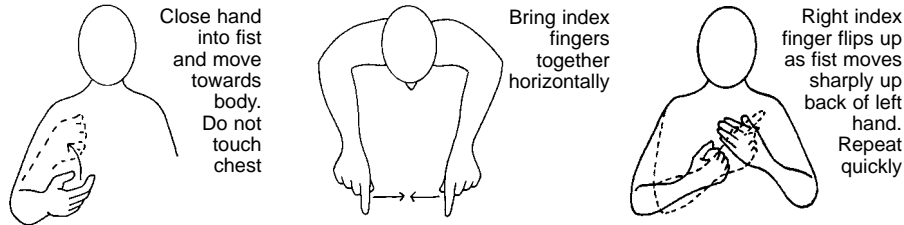
the Social Care Worker



to make sure you and



other people



have the same chances

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Mime writing + Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards + Right closed hand rests on left palm and formation moves towards person

The Social Care Manager will write rules to help

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

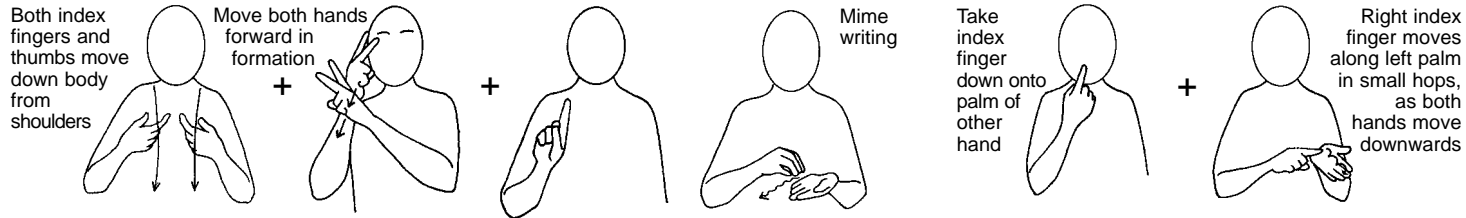
the Social Care Worker to tell

Fingerspell "A" then take right index finger over left fingertips to spell + Straight finger moves diagonally to corner of mouth + Stroke beard + Index finger remains in contact with chin as index finger pushes sharply up and down + Move to left

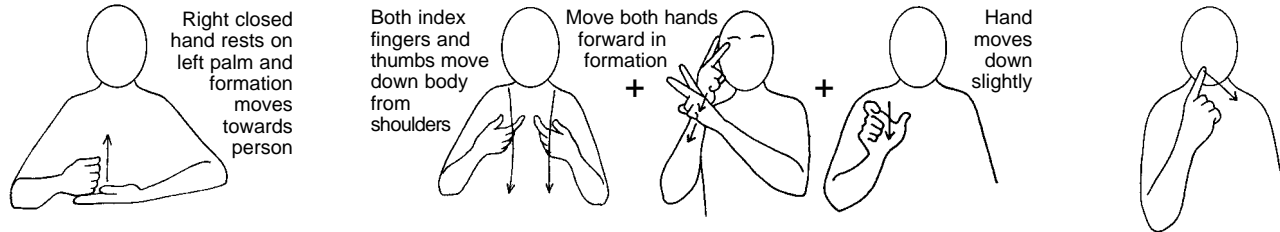
about people bullying you or

Fingerspell "A" then take right index finger over left fingertips to spell + Straight finger moves diagonally to corner of mouth + Stroke beard + Index finger remains in contact with chin as index finger pushes sharply up and down + Right index brushes across back of left fingers, from index to little finger + Straight finger moves diagonally to corner of mouth + Stroke beard

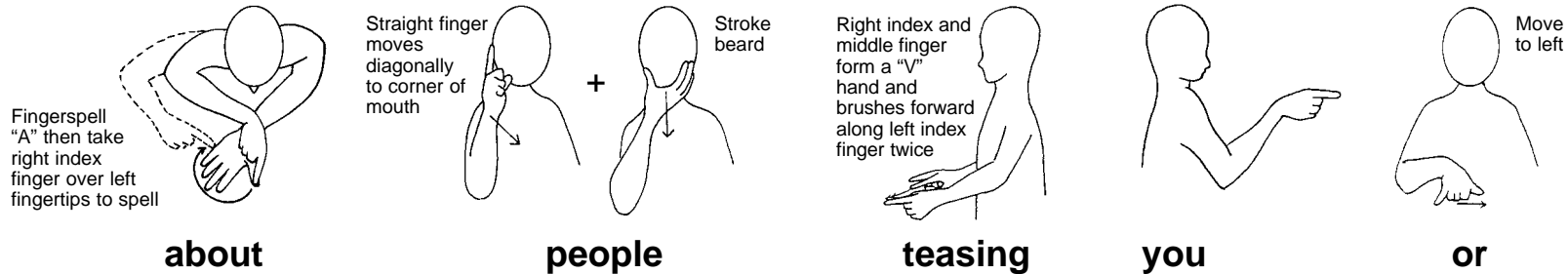
about people bullying other people



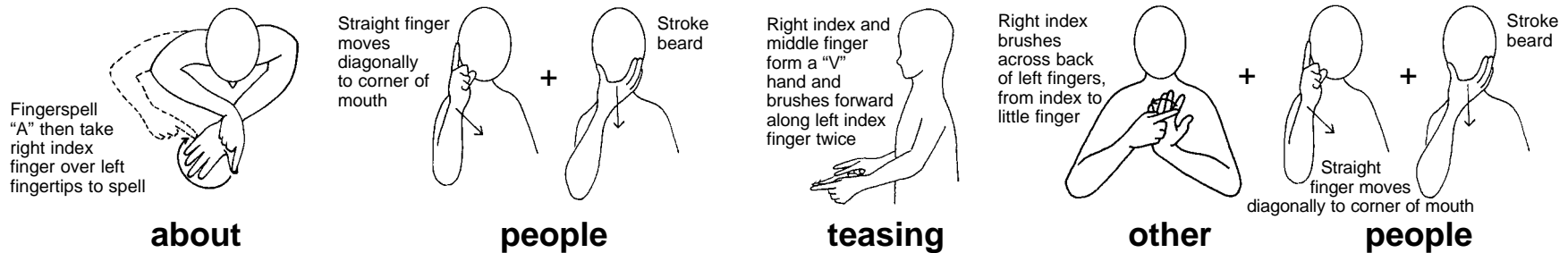
The Social Care Manager will write rules



to help the Social Care Worker tell



about people teasing you or



about people teasing other people

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Mime writing + Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards + Right closed hand rest on left palm and formation moves towards person

The Social Care Manager will write rules to help

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly + Flick middle finger with other index finger from below + Hand moves down slightly + Fingerspell "A" then take right index finger over left fingertips to spell "T"

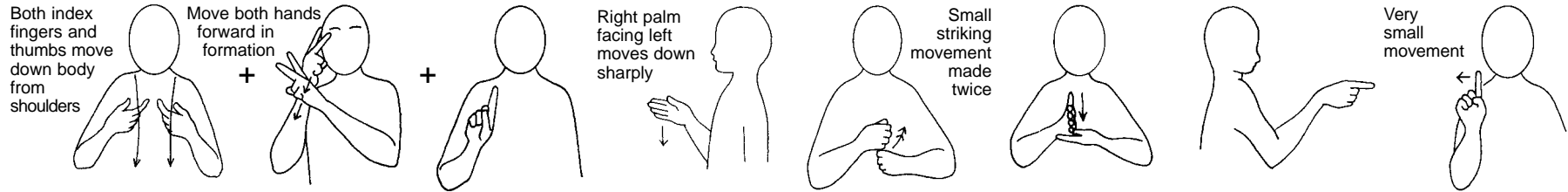
the Social Care Worker tell someone about

Straight finger moves diagonally to corner of mouth + Stroke beard + Small striking movement made once + Move to left + Fingerspell "A" then take right index finger over left fingertips to spell "T"

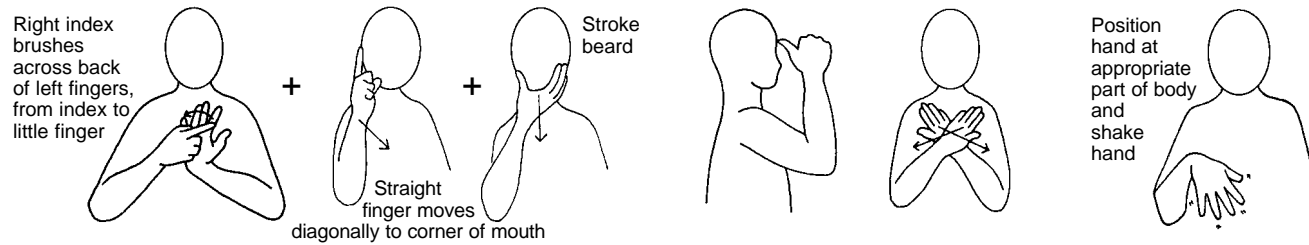
people doing bad things to you or about

Straight finger moves diagonally to corner of mouth + Stroke beard + Small striking movement made once + Right index brushes across back of left fingers, from index to little finger + Straight finger moves diagonally to corner of mouth + Stroke beard

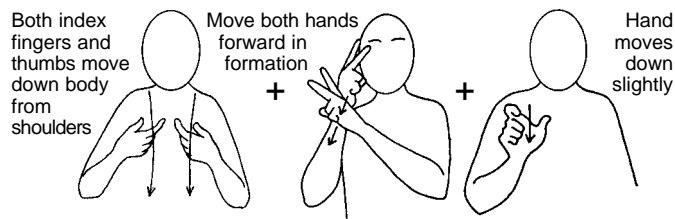
people doing bad things to other people



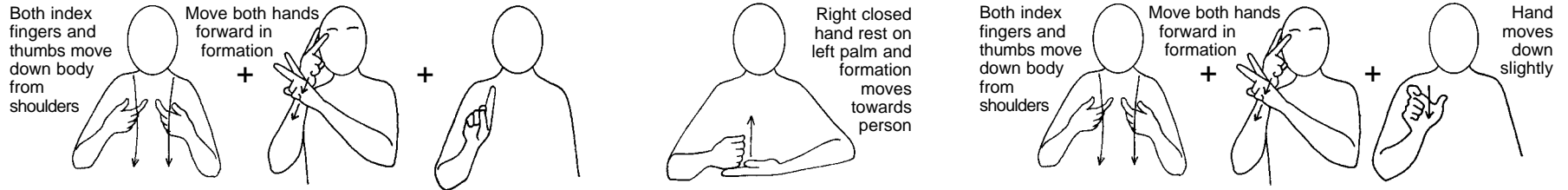
The Social Care Manager must make sure that you and



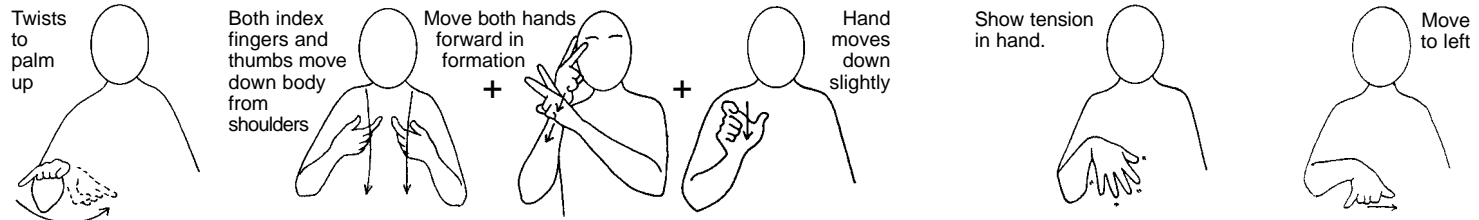
other people know not to hurt



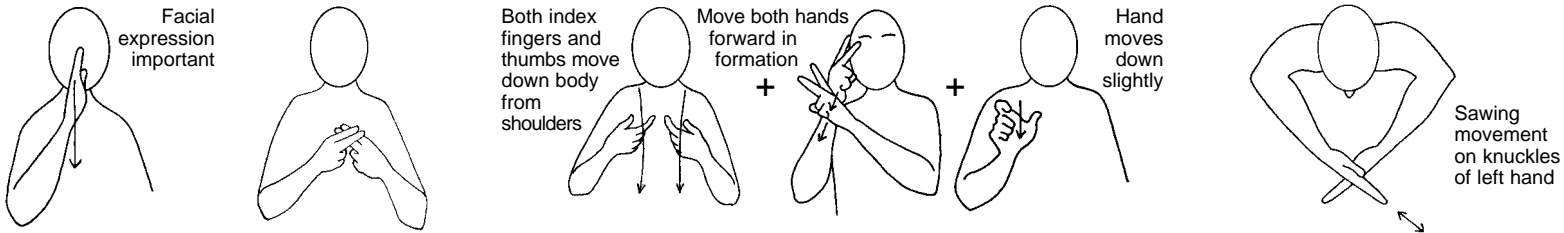
the Social Care Worker



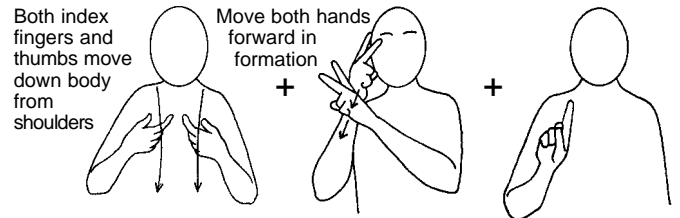
The Social Care Manager will help the Social Care Worker



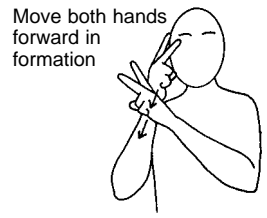
if the Social Care Worker is hurt or



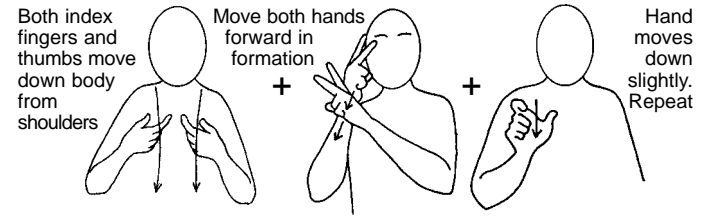
upset in his/her work



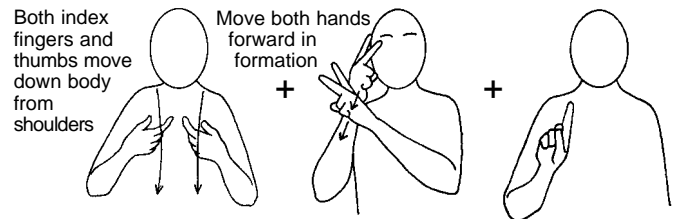
The Social Care Manager will



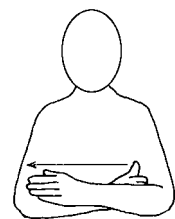
look after



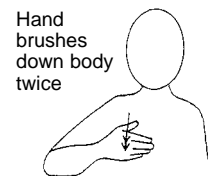
Social Care Workers



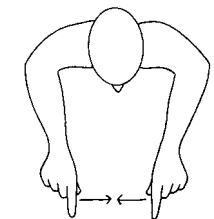
The Social Care Manager will



always



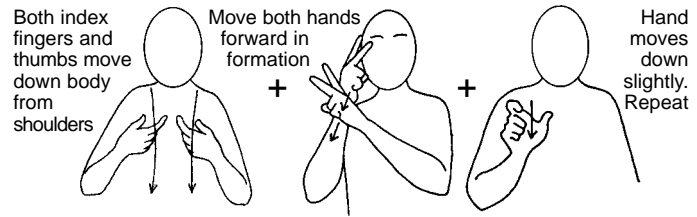
behave



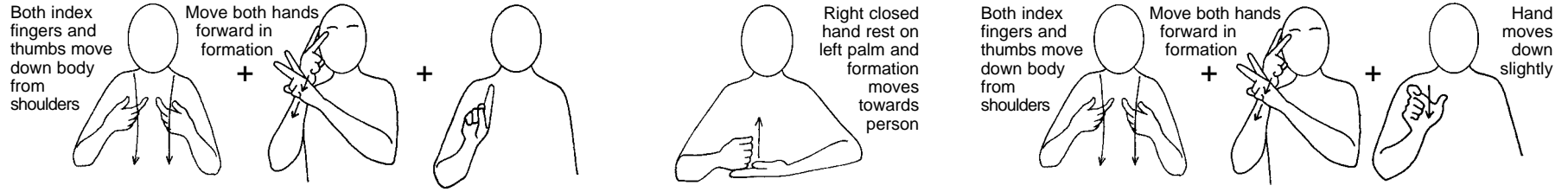
the same way



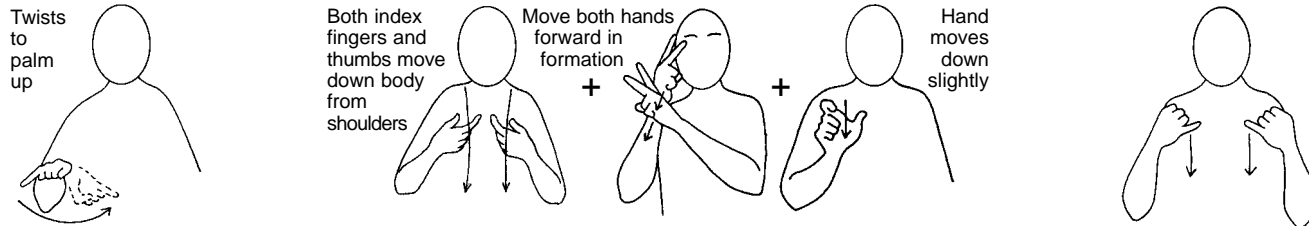
to all



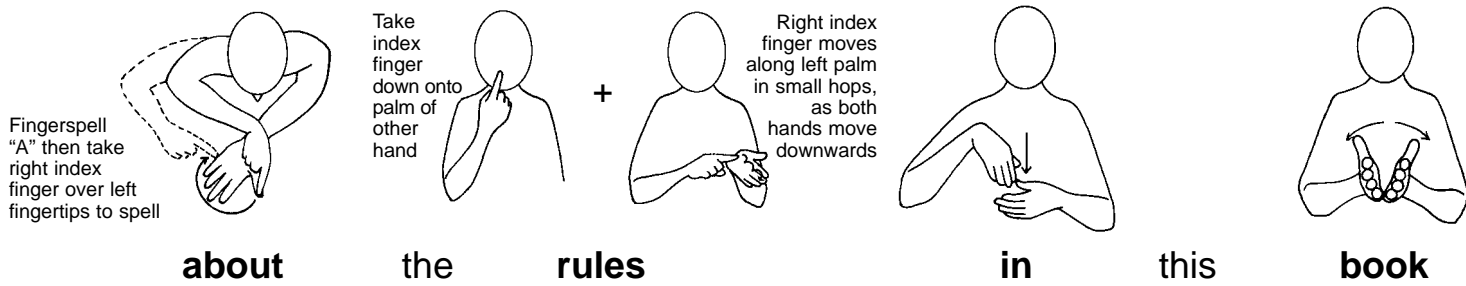
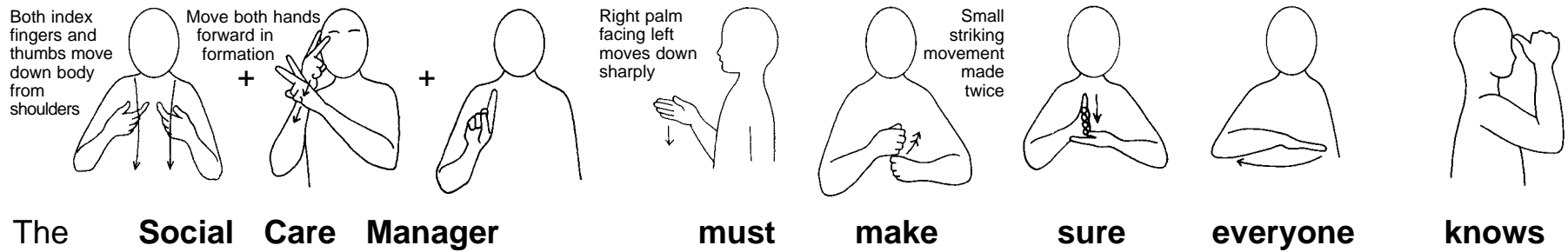
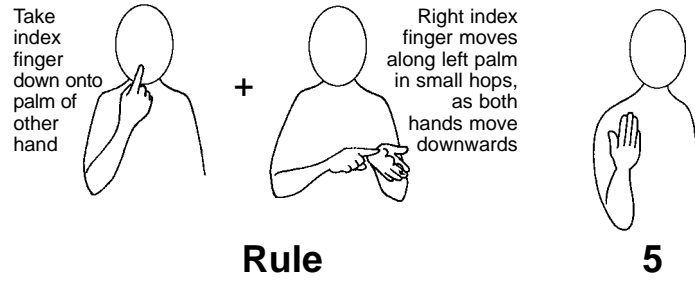
Social Care Workers



The Social Care Manager will help the Social Care Worker



if the Social Care Worker is ill



Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

Right flat hand circles on left flat hand

Rule **5** **means**

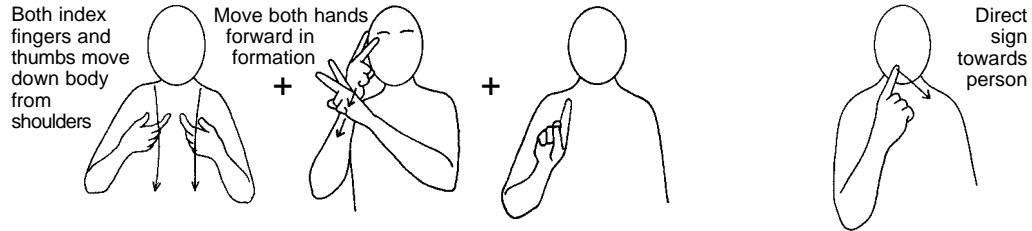
Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Direct sign towards person

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly. Repeat

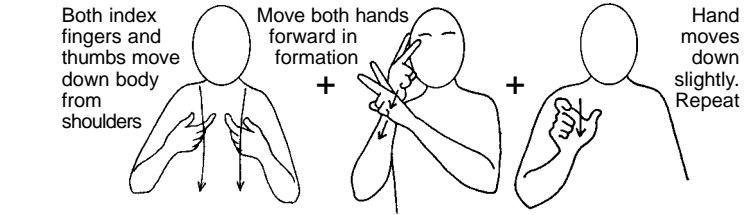
The Social Care Manager will tell the Social Care Workers

Fingerspell "A" then take right index finger over left fingertips to spell + Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Repeat + Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

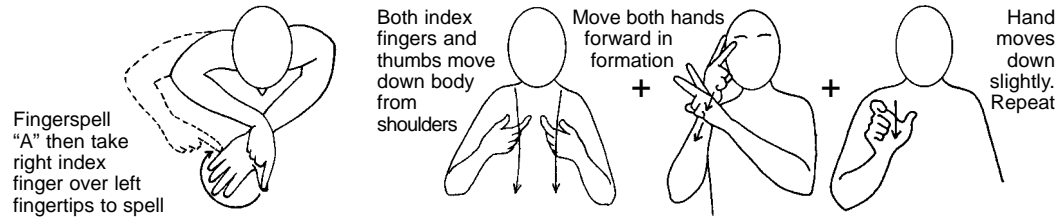
about the Social Care Managers' rules



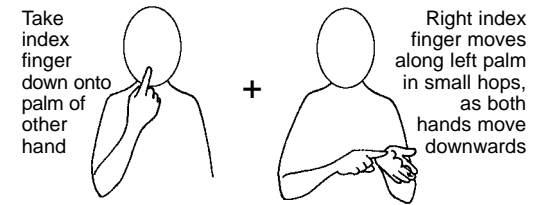
The **Social Care Manager** will **tell**



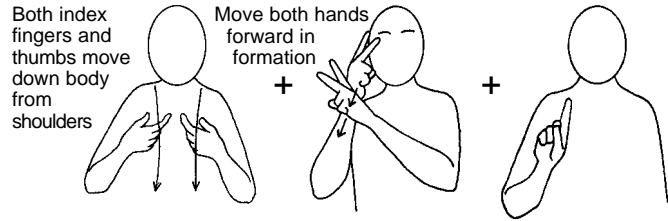
the **Social Care Workers**



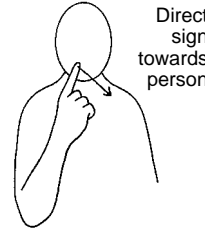
about the Social Care Workers'



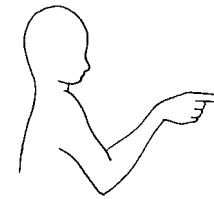
rules



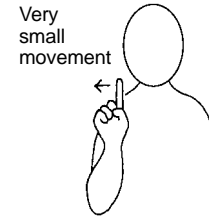
The Social Care Manager



will

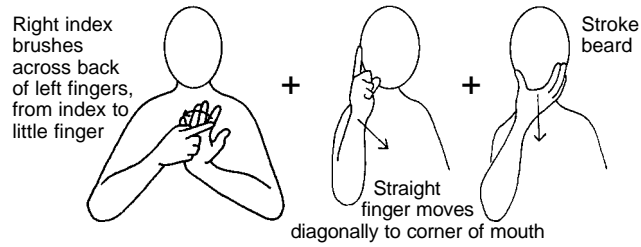


tell



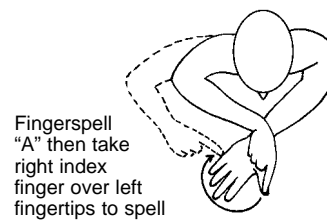
you

and



other

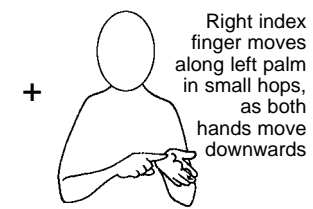
people



about



the



rules

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Right closed hand rest on left palm and formation moves towards person + Direct sign towards "GSCC"

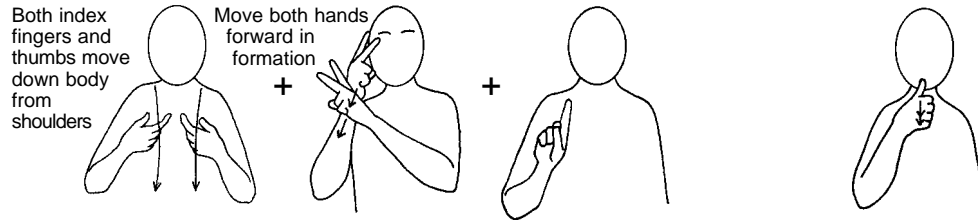
The Social Care Manager will help you to speak

Flat hands, indexes touching make clockwise horizontal circle + Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Small twists at wrists + Twists to palm up

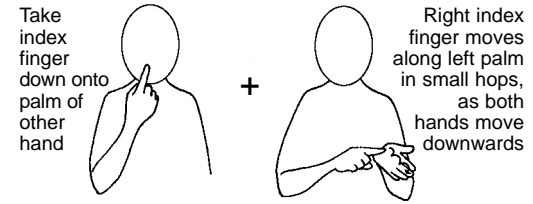
to the General Social Care Council if you need

Direct sign towards "GSCC" + Flat hands, indexes touching make clockwise horizontal circle + Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Small twists at wrists

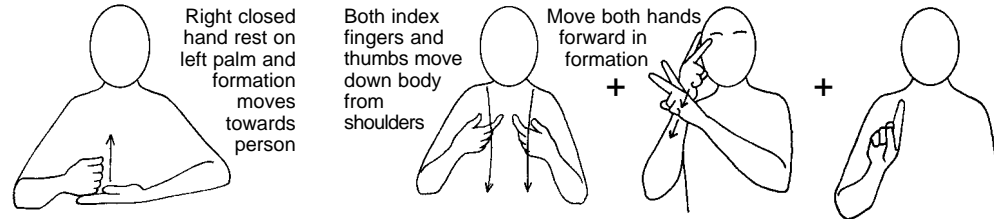
to speak to the General Social Care Council



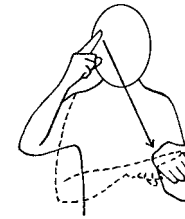
The **Social Care Manager** will **use**



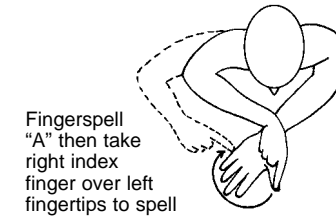
the **rules**



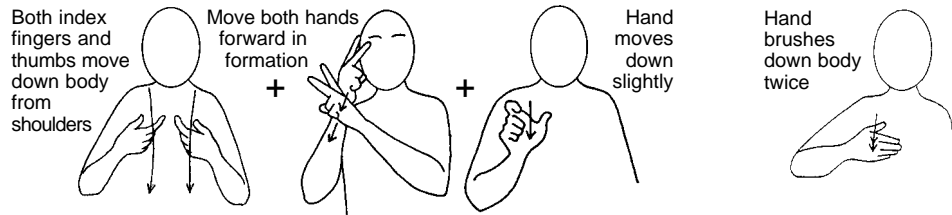
to help **him/her**



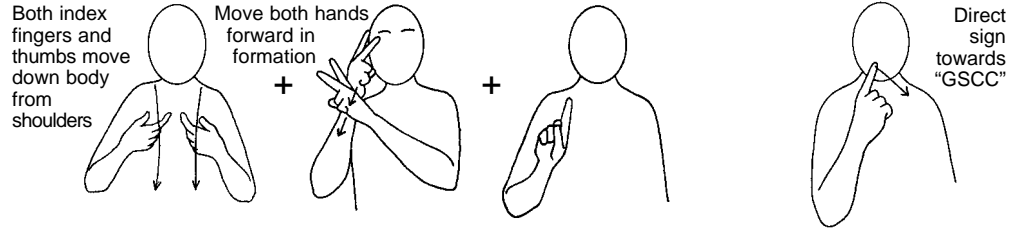
decide



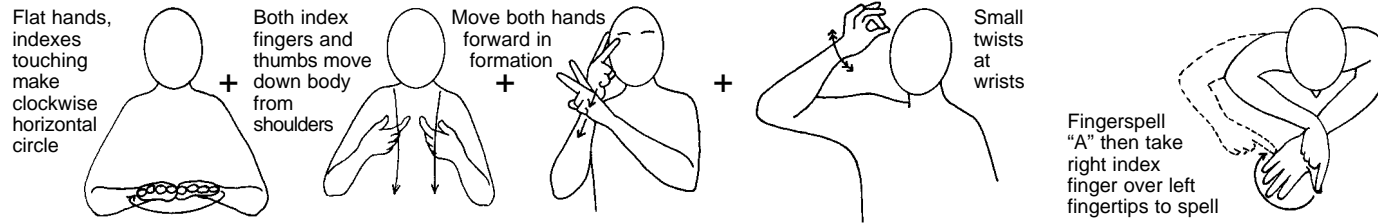
Fingerspell "A" then take right index finger over left fingertips to spell **about**



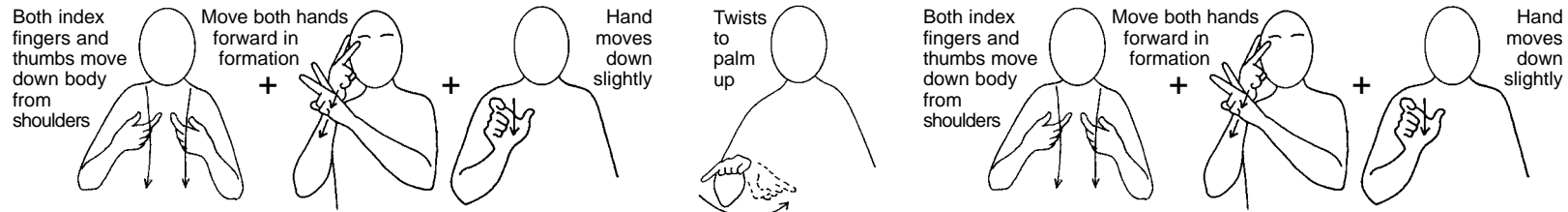
the **Social Care Worker's** **behaviour**



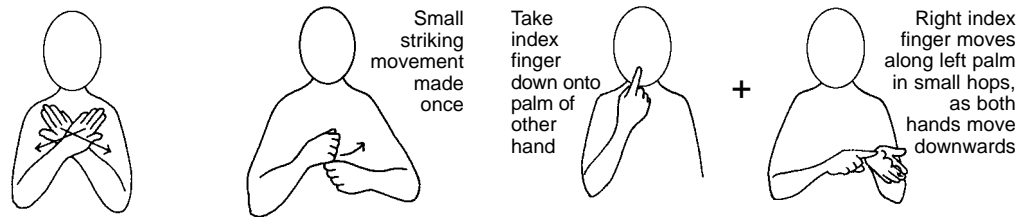
The **Social Care Manager** will **tell**



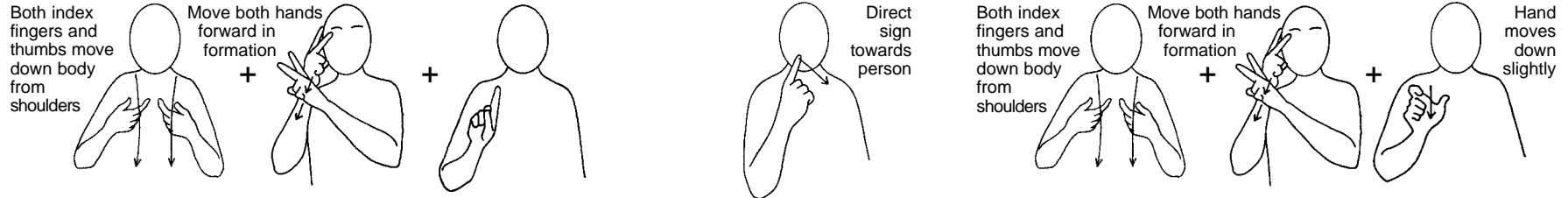
the **General Social Care Council** **about**



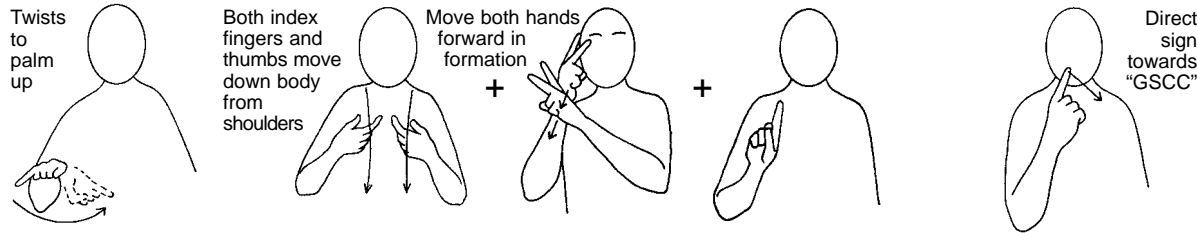
a **Social Care Worker** **if** **that** **Social Care Worker**



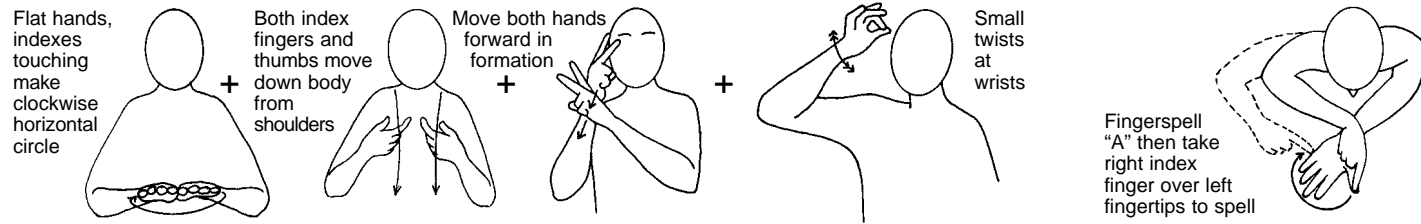
does not obey **the rules**



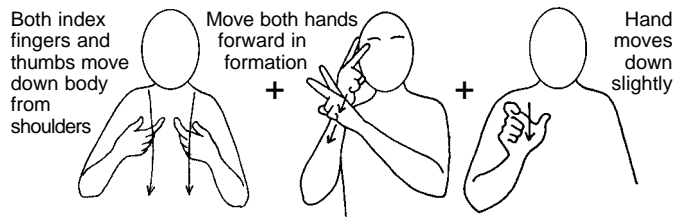
The Social Care Manager will tell the Social Care Worker



if he/she has told



the General Social Care Council about



him/her

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation +

will Repeated sawing movement on knuckles of other hand with

The Social Care Manager will work with

Flat hands, indexes touching make clockwise horizontal circle + Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation +

Small twists at wrists Twists to palm up

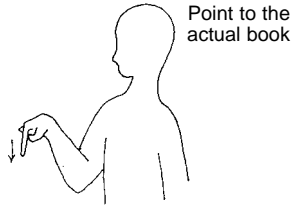
the General Social Care Council if

Both index fingers and thumbs move down body from shoulders + Move both hands forward in formation + Hand moves down slightly

Small striking movement made once

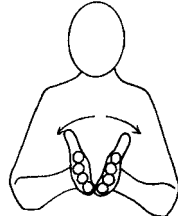
Take index finger down onto palm of other hand + Right index finger moves along left palm in small hops, as both hands move downwards

a Social Care Worker has not obeyed the rules



Point to the actual book

This



book



Take index finger down onto palm of other hand

of

+



Right index finger moves along left palm in small hops, as both hands move downwards

rules

is



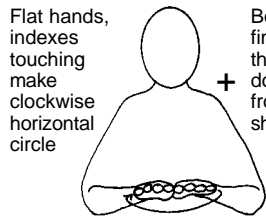
Press fingertip twice gently into cheek

easy

to



understand

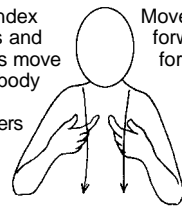


Flat hands, indexes touching make clockwise horizontal circle

The

Both index fingers and thumbs move down body from shoulders

General



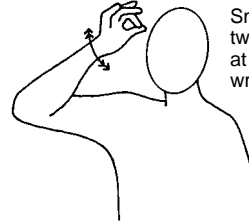
Move both hands forward in formation

Social



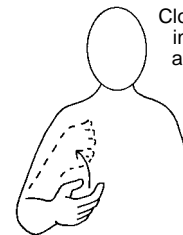
Small twists at wrists

Care



Close hand in to a fist and move towards body. Do not touch chest

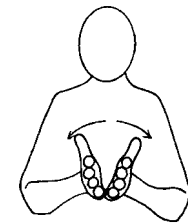
Council



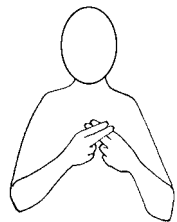
Flick middle finger with other index finger from below

has

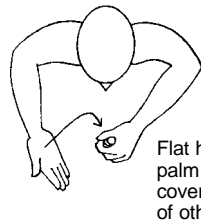
another



book

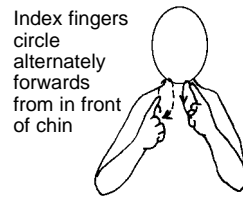


with



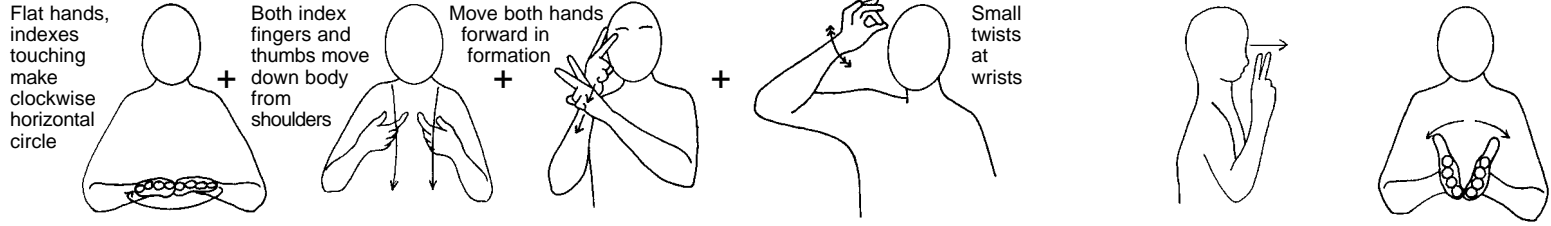
Flat hand palm down covers top of other fist

more

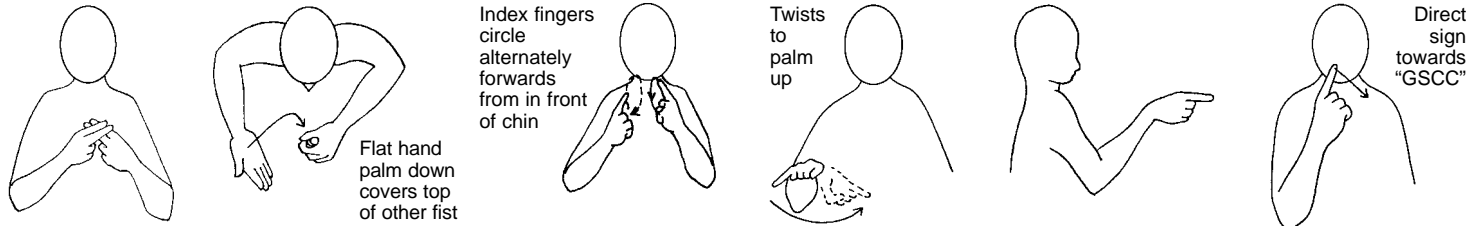


Index fingers circle alternately forwards from in front of chin

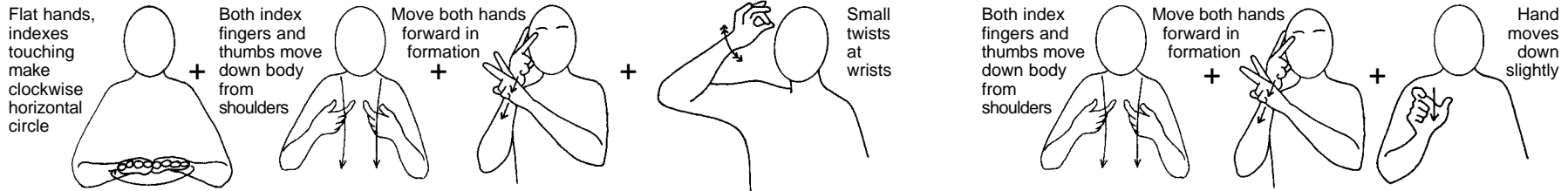
information



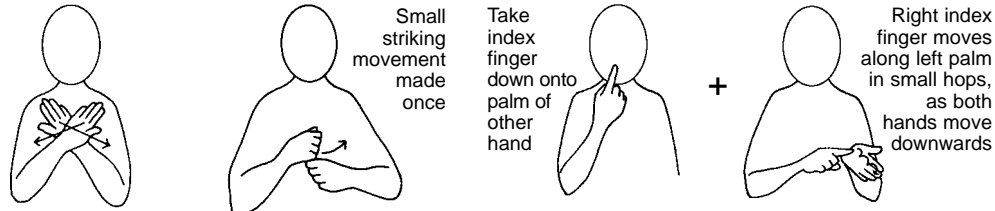
The **General Social Care Council** will look at the **book**



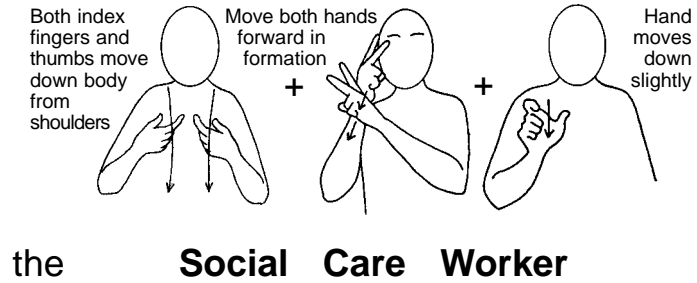
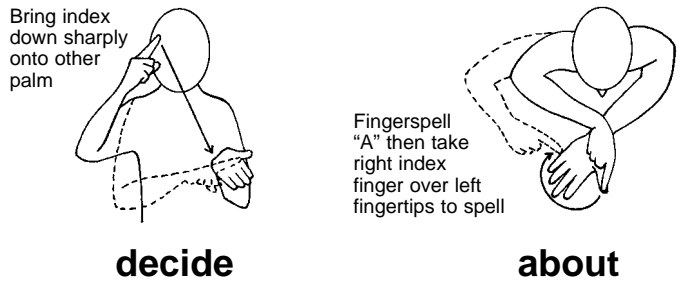
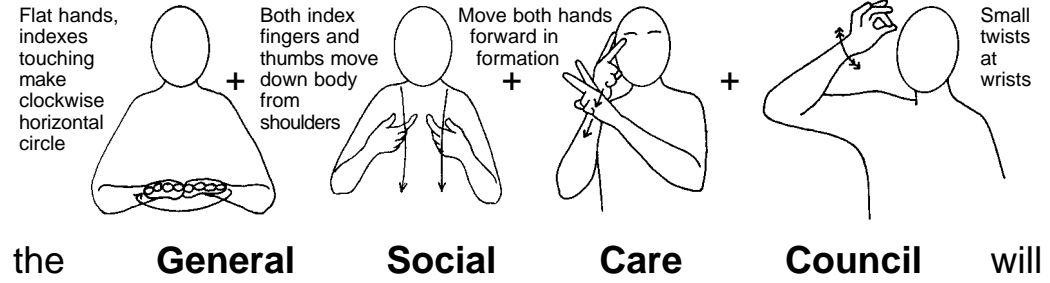
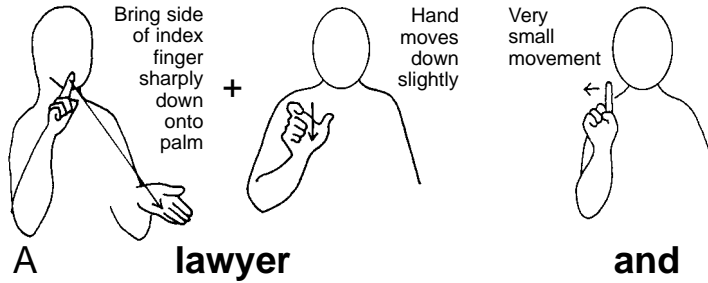
with more information if you tell

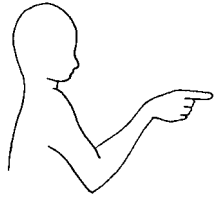


the **General Social Care Council** that a **Social Care Worker**



has not obeyed the rules

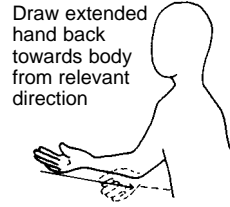




You



can

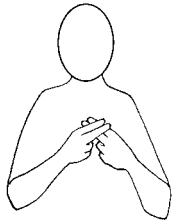


get

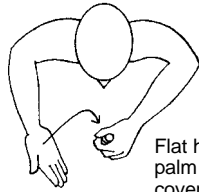
the



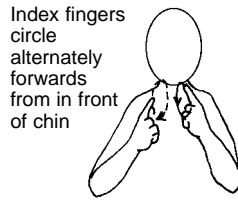
book



with

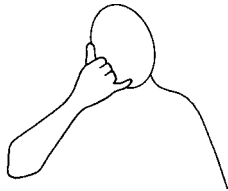


more



information

Flat hand palm down covers top of other fist



by telephoning

020 7397 5800

The GSCC Codes of Practice for Social Care Workers and Social Care Managers is provided in two separate books, for ease of handling.

These books should be used together. The books are:

- Codes of Practice with Makaton symbols
- Codes of Practice with Makaton line drawings of signs

If you do not have a copy of both the Makaton symbols and Makaton line drawings of signs versions, further copies can be downloaded from the GSCC website at www.gsc.org.uk or call 020 7397 5100 to request copies.



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www.gsc.org.uk

G_MCPF_V2_Jun 2004

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(Tel 01276 61390, mvd@makaton.org)