

 **MAY 2019**

 **STAFF NEWSLETTER**

Salaries: June is a four week month with salaries in the bank on Friday 14 June 2019.

Annual leave: Laurie – 20 May 2019

Diane – 20 – 24 May 2019

**We are moving office on 30 May 2019, not far just one flight down to Unit 4. Please be aware that on that day you may find it difficult to contact us on our landline. Please use the office mobile number 07428 539 426.**

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Last month you were all asked to complete the training below …

As part of your on-going training I have identified an e-learning course that all staff will be required to complete. You can either do this at home or come along to the office. If you follow this link …….

<http://socialwork.fife.gov.uk/mod/scorm/view.php?id=3668>

You will be taken to Fife Council Social Work Services workforce planning and development portal, Adult Protection e-learning …. Just click “Enter” to start the course.

When completed you will need to screenshot or print off the final report page as proof of completion and send these into the office by 28 June 2019. Good Luck!!!!

So far we have only had two completed … I know that the completion date is 28 June but the sooner it’s finished!

Your coordinator will also be asking that you complete the new Child Protection on-line training. You will be given instructions at your next supervision.

Can everyone please remember to switch their works mobiles **ON** when they are out supporting people just in case we or any new staff need to get a hold of you …



I have enclosed a form for you all to complete to ensure that we have up to date contact details for you on file. Can you complete and return to the office as soon as possible.



For those of you who have not met Mary O’Hara yet …



Mary is our Administrator who has recently moved from the Dunfermline office to work here in Buko Tower two days a week … remember to say hi or introduce yourself when you are next in the office!

Tracy Young