**Personal Assistant Policy and Procedures**

Thank you for supporting a young person to access Inspire Youth Zone and welcome to our inclusive environment, supporting young people to be independent. As we are unable to offer 1:1 support/personal care for young people, we welcome appropriate adults to provide assistance to young people requiring additional support to access our centre. A Personal Assistant may be supplied by a health/social care agency, employed by the family or be a family member.

Inspire Youth Zone offer a varied activity programme which is adapted, modified or specific

for young people with a disability. Our aim is to enable all young people to maximise their potential and to support them to be as independent as they can be.

Our inclusion team will provide a one-to-one induction for new members and their parents/carers/personal assistant where we will discuss any additional support needs and discuss the young person’s level of independence during our sessions. Support may be reduced or increased at any time.

**Inspire Youth Zone Rules**

We ask our members, staff, volunteers, and visitors to:

**RESPECT YOURSELVES**

**RESPECT YOUR BUILDING**

**RESPECT YOUR STAFF**

**RESPECT EACH OTHER**

* Please do not eat or drink hot drinks whilst working.
* We have a no touch policy; to ensure we establish and maintain professional boundaries with young people we do not allow any inappropriate touching with young people. E.g. no hugging. Please encourage ‘high 5’s’ instead.
* Please wear Inspire Youth Zones ‘visitor’ badge and ensure it is visible at all times.
* Please wear your company ID badge (if applicable).
* Please do not use your mobile phone on session whilst supporting your young person.
* No swearing or inappropriate language.
* Please do not talk to staff members for long periods of time as you may be distracting them from delivering activities to young people.
* Please hand in any medication to the lead worker and complete the necessary paperwork. This is so we can ensure medication is stored in a safe place whilst your young person is in the building.
* Please respect the Inspire Team.
* Please speak to lead workers regarding any changes affecting your young person.
* Smoking or the use of e-cigarettes is not permitted at any time.

If you need to leave your young person at any time (such as a toilet break), you must make a member of the Inspire team aware.

**Code of Conduct**

Our Code of Conduct sets the standard of conduct expected of Personal Assistants. The standards have been developed using the ‘Skills for Health’ framework which applies to all social care support staff. It outlines the behaviour and attitudes that we should expect to experience from Personal Assistants signed up to the code. It helps you to provide safe, [guaranteed care and support](https://guaranteedloansnow.org/online-loans-no-credit-check-guaranteed-approval/).

* You will supervise the young person under your care/your key work **at all times** during your visits at Inspire Youth Zone.
* Provide a copy of an up-to-date DBS check / DBS number for Inspire Youth Zones records. (This will not be required from parents / family members supporting the young person)
* Be accountable for your young person by ensuring you are providing suitable and appropriate support to the individual.
* Establish and maintain clear and appropriate professional boundaries in your relationships with your young person, other young people, Inspire Youth Zone staff members/volunteers and other visitors.
* Always act in the best interests of your young person, putting their needs, goals and aspirations first.
* Promote your young person’s independence.
* Always maintain the dignity of your young person.
* Report any safeguarding concerns you may have to the session lead.
* Recognise and respect the roles and expertise of the Inspire team and work in partnership with them.
* Work openly and cooperatively with the Inspire team and other professionals you come into contact with.
* Communicate effectively with the Inspire team about any changes in medical or social needs which affect the young person accessing Inspire.
* Treat people with respect.

If the Inspire team identify any concerns with a Personal Assistant, in relation to the Code of Conduct, or the Policy, including the Inspire Youth Zone rules, we will raise these with the Personal Assistant, or their employer to ensure best practice

**Agreement**

Please read and sign the agreement and return to a member of the inclusion team.

By completing this form, you consent to your personal and employment information being

stored on Inspires database and you consent for Inspire Youth Zone to contact

you as required.

As the designated support worker for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (young person’s name), I agree to the following statements.

* I have read and understood the Policy and Procedures for Personal Assistants
* I have read and understood the Safeguarding Policy
* I have read and understood the code of conduct

Print name of Personal Assistant \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Personal Information (Personal Assistant)**

Please complete the information below and return to a member of the inclusion team or reception.

|  |  |
| --- | --- |
| Full name: |  |
| Address: | Post Code: |
| Contact Number: |  |
| Email Address: |  |
| DBS Number: |  |
| Date of most recent DBS Check: |  |
| Emergency contact number |  |

**Employment Information (if applicable)**

|  |  |
| --- | --- |
|  Name of Employer / Organisation: |  |
| Your Managers Info | Name: Position: Tel No:  |
| Address: | Post Code: |
| Contact Number: |  |
| Email Address: |  |