



# Support Worker's Information Booklet

## Lyndsey's Group



Sharon Robinson

Recruitment & Training Officer

[sharon@playinclusionproject.org.uk](mailto:sharon@playinclusionproject.org.uk)

# PLAY INCLUSION PROJECT



**PLAY INCLUSION PROJECT**





# CONGRATULATIONS

**on your new role as Support Worker  
with us here at Play Inclusion Project!**

**You will have already had your induction  
with Sharon, who went over all the  
pre-joining information with you.**

**This booklet will help you navigate and  
understand your role from your very  
first day!**

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# YOUR GROUP LEADERS

**If you have any questions or concerns, feel free to ask either person, and they will be happy to assist you!**



**Lyndsey Neil**  
**Area Manager**

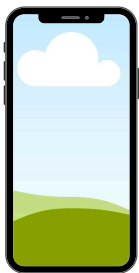
**Sheryl Havill**  
**Group Supervisor**



**Clare Williamson**  
**Group Supervisor**

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# KEY POINTS TO REMEMBER



**Your Mobile Phone must be kept in your bag at all times (unless told different by your Area Manager)**

**Smoking or Vaping must be done away from the building and only when your Area Manager has agreed you can go**



**If you are sick you must call your Area Manager immediately**

**Follow the dress code  
(Casual Wear and Trainers)  
*No crop tops, short skirts/shorts***

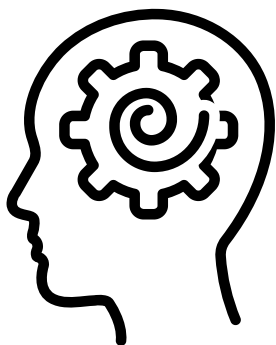


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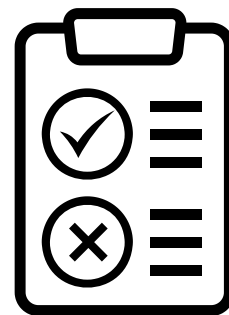
# KEY POINTS TO REMEMBER

## Use Your Common Sense



- On hot days, remember to apply sunscreen, keep your child cool by removing coats or jackets, and ensure they stay hydrated with plenty of drinks
- In cold weather, make sure they are warmly wrapped up

We maintain a generally relaxed atmosphere with few rules. However, please do not allow your child to climb on objects (unless it's part of an activity) or break things. By demonstrating the correct way to do things, they will generally will copy you



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# **DAY ONE**

**Your Area Manager will have informed  
you where and what time to meet on your  
1<sup>st</sup> day**



**Please arrive a few minutes before your  
start time stated on your Staff Rota**



**Please don't be nervous everyone is  
super friendly and everyone there was  
also new at some point**



**Your Area Manager will do the Morning  
Brief where you will find out the days  
proceedings, matching and any other  
important information**

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# **DAY ONE**

**You will read through Profile Booklets for  
the child/ren you are supporting  
(You can keep referring back to this  
throughout the day)**



**You will shadow another staff member  
for your first couple of sessions**



**If you have any questions, don't be afraid  
to ask**



**Any important information will be  
displayed on the Crib Sheet**

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# CRIB SHEETS

## PLAY INCLUSION PROJECT

Date	
Activity	
Area Manager	
Group Supervisor	
First Aiders	
Safer Hands	
Designated Safeguard Lead	

Staff	Child (Red = No Social Media)

Intimate Care	Done	Wheelchair/Buggy	Medication	Allergies Important Info

On display will be a Crib sheet, which contains all the vital information you need to know for that day.

- Who is in charge
- Who is matched with who
- The First Aiders
- The Safe Hands trained staff
- Who is DSL
- What children need intimate care
- Anyone who has Epilepsy
- Who is on medication
- Any allergies/diet needs
- No photos

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# YOUR RESPONSIBILITIES

**You are responsible for your child/rens:**

- **Belongings they bring to group**
- **Happiness**
- **Needs (that they are met)**
- **Safety**
- **Behaviour Management**
- **Eating/Drinking requirments**

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# YOUR RESPONSIBILITIES

**You must:**

- **Welcome your child/ren on arrival**
- **Engage with your child/ren in activities**
- **Play Games with them**
- **Assist with Lunch**
- **Assist with Toileting (if needed)**
- **Ensure they are hydrated**

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# EXPECTATIONS

- **Be fun and enthusiastic**
- **Be professional**
- **Help give feedback to parents**
- **Make sure relevant paperwork is completed**
- **Make sure every child's Behaviour Support is followed**
- **Have good time keeping**
- **Follow Play Inclusion Project's Policies, Procedures and Risk Assessments**

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# EXPECTATIONS

- **Follow the dress code**
- **Be enaging**
- **Interact with other staff**
- **Use own initiative and resolve issues without direction**

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# KEYWORDS ABBREVIATIONS

**DSL**

**Designated Safeguard Lead**

**AM**

**Area Manager**

**GS**

**Group Supervisor**

**RA**

**Risk Assessments**

**HSO**

**Health & Safety Officer**

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# KEYWORDS & ABBREVIATIONS

**BT**

**Break Time**

**BT+**

**Break Time Plus**

**SCP**

**Social Care Package**

**HAF**

**Health Activities & Food (Free School  
Meals Programme)**

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# KEYWORDS & ABBREVIATIONS

**ASD**

**Autism Spectrum Disorder**

**ADHD**

**Attention Deficit Hyperactivity Disorder**

**GDD**

**Global Development Delay**

**SPD**

**Sensory Processing Disorder**

**EHCP**

**Educational, Health and Care Plan**

**PDA**

**Pathological Demand Avoidance**

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# DEFINITIONS

## **SAFER HANDLING**

Restraint Training

## **PERSONAL CARE**

Changing a Child's Pad or Clothes

## **2:1**

Is the Adult to Child ratio

## **NO PHOTOS**

Which children cannot have photos on  
Social Media

## **BREAK TIME**

Children who are eligible for 78 hours per  
year to use with us in a group setting

## **BREAK TIME PLUS**

Children who require a more individualised  
approach. The children are given a  
specific amount of hour they can use

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# DEFINITIONS

## **SOCIAL CARE PLAN**

social care package is the same at  
breaktime plus

## **DE-ESCALATION**

a technique to diffuse a situation

## **MATCHING**

what adult is looking after what child

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# THE PLAY INCLUSION PROJECT TEAM

**JOANNE BARNES**

CEO

**MALIN BROUGHTON**

Finance Officer

**SHARON ROBINSON**

Recruitment & Training Officer

**LYNDSEY NEIL**

Wyre Area Manager (Younger Group)

**HAYLEY CLARKE**

Wyre Area Manager (Middle Group)

**GAYNOR BROTHERTON**

Wyre Area Manager (Older Group)

**LUKE FUENTES MORENO**

Preston Area Manager (Younger Group)

Social Media & Marketing Manager

Health & Safety Officer

**CARLA WILSON**

Preston Area Manager (Middle Group)

**RUBY-MAY JONES**

Preston Area Manager (Older Group)

Fylde Area Manager

**BRANDON WALLACE**

Blackpool Area Manager

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# Social Media

*at Play Inclusion Project*

Keep up to date with us on  
all Social Media Platforms



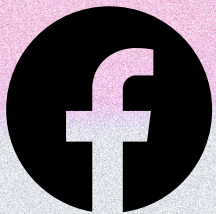
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