Support Worker's Information Booklet

Hayley's Group



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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



Hayley Clarke
Area Manager

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

Kirsty Shaw
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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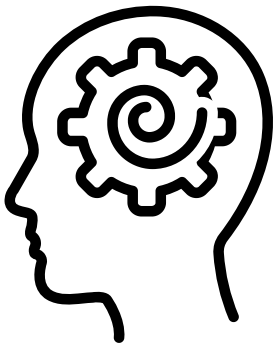
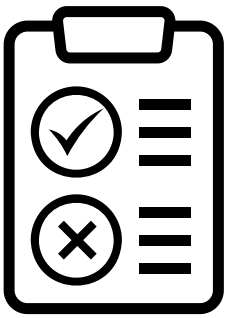
KEY POINTS TO REMEMBER

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

Ruby will have informed you where and what time to meet on your 1st 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

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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.

1. **Who is in charge**
2. **Who is matched with who**
3. **The First Aiders**
4. **The Safe Hands trained staff**
5. **Who is DSL**
6. **What children need intimate care**
7. **Anyone who has Epilepsy**
8. **Who is on medication**
9. **Any allergies/diet needs**
10. **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 DevelopmentDelay

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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@PLAY.INCLUSION.PROJECT

@FUNDRAISINGATPIP

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Charity No 1108606

Company No 05115873

BLACKPOOL, PRESTON, FYLDE & WYRE