



# PERSONAL ASSISTANT INFORMATION AND SAFEGUARDING PROCEDURES

Thank you for supporting a young person to access Sunday Club at Salford Youth Zone. We strive to make SYZ inclusive whilst supporting young people to be as independent as possible.

As we are unable to offer 1:1 support or personal care for members, we welcome appropriate adults to assist young people requiring additional support to access Sunday Club. **A Personal Assistant may be someone supplied by a health and social care agency, employed by the family or be a family member.**

SYZ 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. To ensure we maintain a youth focussed environment and enable staff to concentrate on the delivery of quality activities we ask that any personal assistants who do not need to stay with their young person wait in reception.

Our inclusion team will provide a 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. During the induction you will be given a copy of our Safeguarding Policy, given a tour of the building and fill out an 'All About Me' form with one of the team.

**Inductions to Sunday Club are carried out on the second Sunday of each month.**

## SYZ 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 (unless it has a lid) whilst working.
- To establish independence and maintain professional boundaries we discourage any physical intervention unless absolutely necessary.
- Please wear SYZ 'visitor' badge and ensure it is visible at all times. (See Appendix A for colour system for Lanyards).
- Please wear your company ID badge (if applicable).
- Please use the designated adult toilets on the ground floor near reception.
- 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 any 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 SYZ 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 SYZ 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.**

- You will supervise the young person under your care/your key work at all times during your visits at SYZ.
- Provide consent for Salford Youth Zone to carry out a DBS online check if on the update service. DBS online checks are carried out on the second Tuesday of every month (See Appendix B)
- Provide a copy of an up-to-date DBS check / DBS number for SYZ's 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, SYZ's 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 SYZ team and work in partnership with them.
- Work openly and cooperatively with the SYZ team and other professionals you come into contact with.
- Communicate effectively with the SYZ team about any changes in medical or social needs which affect the young person accessing SYZ.
- Treat people with respect.

If the SYZ team identify any concerns with a Personal Assistant, in relation to the Code of Conduct, or the Policy, including the SYZ 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 Youth Zone database and you consent for SYZ 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 SYZ Information 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:

<b>Full name:</b>	
<b>Address:</b>	
<b>Contact Number:</b>	
<b>Email Address:</b>	
<b>Emergency Contact Number:</b>	

## Employment Information (if applicable)

<b>Name of Employer / Organisation:</b>	
<b>Your Managers Information:</b>	<b>Name:</b> <b>Position:</b> <b>Telephone Number:</b>
<b>Address:</b>	
<b>Contact Number:</b>	
<b>Email Address:</b>	





## Appendix A

### Colour Lanyard System for Sunday Club Sessions Only

**YELLOW LANYARDS** Yellow lanyards are issued to staff from other organisations for whom SYZ is their place of work. This is because we will have formal partnership agreements with the organisations whereby details of DBS, appropriate insurance and risk assessments are provided and they agree to adhere to SYZ's safeguarding and health and safety policies and procedures.

**GREEN LANYARDS** Green lanyards are for staff from partner organisations with whom we have a formal agreement (covering DBS requirements) but who do not permanently work at SYZ or individual staff or visitors where we have been able to carry a DBS online check.

**RED LANYARDS** Red lanyards are for all other visitors for whom we do not have DBS information and these visitors must not be on their own with Young People unless it's the young person they are supporting as a Personal Assistant.



## DBS UPDATE SERVICE: CONSENT FORM

It is Salford Youth Zone's policy that all staff (including partners/third parties) and volunteers must have an Enhanced Disclosure and Barring Service (DBS) certificate. For us to access the certificate of someone who is registered with the DBS Update Service we must first have your prior agreement.

By completing this form, you understand that you are giving Salford Youth Zone consent to access the DBS Update Service so as to undertake a check against your current DBS certificate. You consent to Salford Youth Zone carrying out a status check every three years for as long as you work or volunteer with the organisation. (This consent can be withdrawn at anytime by writing to the Business Administration Manager or Volunteer & Training Manager).

Volunteers who become staff members and have in place an enhanced level DBS carried out by SYZ will not require a new DBS until 3 years have lapsed.

### PLEASE PROVIDE THE FOLLOWING DETAILS AS THEY APPEAR ON YOUR DBS CERTIFICATE:

**SURNAME:** \_\_\_\_\_

**FIRST NAME(S):** \_\_\_\_\_

**DATE OF BIRTH:** \_\_\_\_\_

**DBS CERTIFICATE NUMBER:** \_\_\_\_\_

**CERTIFICATE LEVEL :**    ☐ Basic        ☐ Standard        ☐ Enhanced

**SIGNED:** \_\_\_\_\_        **DATE:** \_\_\_\_\_

## SUPPORTING DOCUMENTS

**Please provide the following documents together with this form:**

- ✓ your original DBS certificate (copies or digital photographs are not acceptable) which will be returned to you once we have verified and taken a copy for our records
- ✓ 2 forms of ID from the following list, at least one of which must have your current address

### Primary Identity Documents:

- Passport - Any current and valid passport
- Biometric residence permit - UK
- Current driving licence photocard - (full or provisional) - UK, Isle of Man, Channel Islands and EU
- Birth certificate - issued within 12 months of birth - UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, e.g. embassies, High Commissions and HM Forces
- Adoption certificate - UK and Channel Islands

## Trusted Government Documents:

- Current driving licence photocard - (full or provisional) - All countries outside the EU (excluding Isle of Man and Channel Islands)
- Current driving licence (full or provisional) - paper version (if issued before 1998) - UK, Isle of Man, Channel Islands and EU
- Birth certificate - issued after time of birth - UK, Isle of Man and Channel Islands
- Marriage/civil partnership certificate - UK and Channel Islands
- HM Forces ID card - K
- Firearms licence - UK, Channel Islands and Isle of Man

## Financial and Social History Documents:

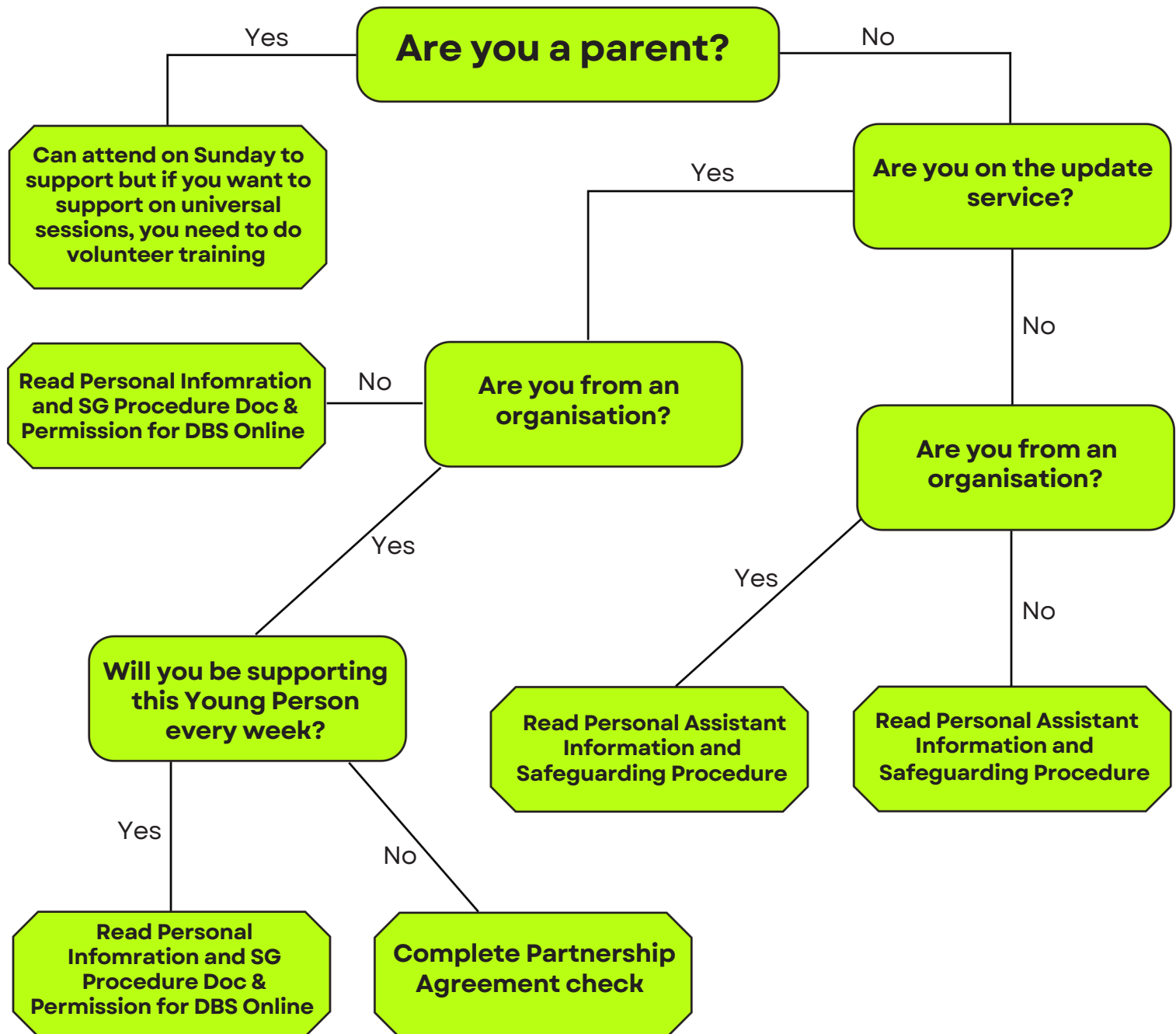
- Mortgage statement - UK or EEA (Issued in last 12 months)
- Bank or building society statement - UK and Channel Islands or EEA (Issued in last 3 months)
- Bank or building society account opening confirmation letter - UK (Issued in last 3 months)
- Credit card statement - UK or EEA (Issued in last 3 months)
- Financial statement, e.g. pension or endowment - UK (Issued in last 12 months)
- P45 or P60 statement - UK and Channel Islands (Issued in last 12 months)
- Council Tax statement - UK and Channel Islands (Issued in last 12 months)
- Work permit or visa - UK (Valid up to expiry date)
- Letter of sponsorship from future employment provider - Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application (Must still be valid)
- Utility bill - UK - not mobile telephone bill (Issued in last 3 months)
- Benefit statement, e.g. Child Benefit, Pension - UK (Issued in last 3 months)
- Central or local government, government agency, or local council document giving entitlement, e.g. from the Department for Work and Pensions, the Employment Service, HMRC - UK and Chan- nel Islands (Issued in last 3 months)
- EU National ID card (Must still be valid)
- Cards carrying the PASS accreditation logo - UK, Isle of Man and Channel Islands (Must still be valid)
- Letter from head teacher or college principal - UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided (Must still be valid)

**For information regarding how Salford Youth Zone processes your data, please see our Privacy Policy <https://salfordyouthzone.org/privacy-cookie-policy/>**

**SOMEWHERE SAFE TO GO | SOMETHING POSITIVE TO DO | SOMEONE TRUSTED TO TALK TO**



# SUNDAY CLUB



For further information, please contact  
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