



Personal Assistants or Carers to Adult Learners

@LECBexley



For Personal Assistants or Carers that Accompany an Adult Learner

Guidelines & Responsibilities

We welcome external personal assistants or carers in the College and value their input and support. However, in order to ensure the smooth running of the classes and to enable all learners to fulfil their maximum potential, we would ask that you adhere to the following basic guidelines.

- It is essential that the College is informed in advance if a learner is to be accompanied by a personal assistant or carer as it aids class planning.

In order to comply with Health and Safety regulations, the personal assistant or carer must adhere to the following:

- All personal assistants or carers must have a current DBS and should always sign in and out at reception. They will be given a visitors badge, which must be worn at all times whilst on the College premises. Signing in is a Safeguarding requirement and will also ensure that they can be accounted for in the event of evacuation of the building, particularly during the lunch period where they are not part of a structured activity.
- Mobile phones should be switched off or on silent mode. Under no circumstances should any calls be made or taken during class.

- The personal assistant or carer is required to encourage the learner to do as much of the work as possible on their own, only physically assisting where learners may not be able to complete the task unaided.
- Learners need to be facilitated to make their own decisions and encouraged and supported to do their own work. The personal assistant or carer is expected to support the learner in timekeeping and adhere to the start and finish times of the class.

If there is a change of personal assistant or carer, the College expects the parent or organisation to advise us of their name and contact details and that the new personal assistant or carer is fully briefed on the guidelines and responsibilities.

Above all, the personal assistant or carer is expected to enhance the learning experience of the person they are supporting.

Thank you for your support and co-operation.

Contact

Sarah Meredith (Learner Support Manager) on 020 3045 3593

Other formats

If you would like this information in another format for further copies of the leaflet, please call 020 3045 3593.

The leaflet is also available on our website: www.lecb.ac.uk



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