

Job Description
Purple Aurora Short Breaks
Play-Support Worker
Play Scheme and After School Club

Job title:	Play support worker/Specialist medical support worker
Department:	Purple Aurora Short Breaks Childcare Dept
Responsible to:	Lead Manager/Team Leader
Responsible for:	All children and young people enrolled under the Purple Aurora Short Breaks play schemes and after school club

Main Purpose:

To work as a 1:1 support worker for children with disabilities in a child led play scheme/after school setting.

Main Responsibilities and Duties:

- Support and facilitate play for all children in an inclusive environment, this includes children with Complex Needs severe learning difficulties, autism, challenging behaviors, profound and multiple learning difficulties and severe medical needs.
- Assist children in their personal care needs. Manual handling by leading or assisting with hoisting **is a general requirement of all staff**. All hoisting must be led and directed by trained employee.
- Read and follow each child's communication passport, feeding plan and care plans when applicable. Seek guidance and advice from team leader and manager at all times.
- Assist children in their learning of personal/social skills at meal times. Staff will be required to assist with feeding when necessary. **Any gastro feeds must be carried out by a fully trained member of staff who will be employed as a higher-level support worker.**
- Familiarize yourself with first aiders on site and complete accident/incident or safeguarding report forms. Report all safeguarding concerns to your team leader, manager or Purple Aurora Short Breaks designated safeguarding officer.
- Complete any training when required
- Establish constructive relationships with children and interact with them according to individual needs acting as a positive role model.

- Promote the inclusion and acceptance of all children within the play setting and in other settings.
- Encourage children to interact with their peers and engage in activities offered by Purple Aurora Short Breaks.
- Set challenging and demanding expectations and promote self-esteem and independence in all children.
- Monitor, evaluate and record each child's progress when applicable,
- Liaise with childcare managers, group/team leaders and medical staff such as the Nurse, medical support workers and first aiders throughout Purple Aurora Short Breaks activities
- Attend and contribute to briefing and debriefing meetings with childcare managers / Group leaders every day.
- To recognize and reward achievement of children at all times.
- Assist children with trips out following all risk assessment and Purple Aurora Short Breaks safety protocols.
- Participate in swimming activities when required unless exempt
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Supporting your Childcare Manager:

- Assist with the planning and implementation of play activities when required
- Provide detailed and regular feedback to childcare managers/group/team leaders on children's achievement, progress, problems etc. Actively participate in briefing and debriefing meetings.
- Promote good behavior, dealing promptly with conflict and incidents in line with established Purple Aurora Short Breaks policies and encourage children to take responsibility for their own behavior.
- Establish constructive relationships with childcare managers, group/team leaders/coworkers/ parents/carers at all times.
- When in doubt always consult your team leader or manager for advice and guidance

Supporting the Childcare Department:

- Read Purple Aurora Short Breaks handbook and be aware of and comply with all our policies and procedures. This includes safeguarding, Health and Safety, Security, Confidentiality and Data protection. Reporting all concerns immediately to your line manager or director.
- Be aware of and support diversity and difference and ensure that all children have equal access to opportunities to learn and develop
- Contribute positively to the overall ethos/work/aims of Purple Aurora Short Breaks.
- Act with professionalism at all times treating colleagues with dignity and respect and support new staff and work within a team context
- Appreciate, support and liaise with other support workers and managers

- Accompany support staff and children during activities and trips offsite, as required.
- Carry out any other duties consistent with the many and varied needs of the children, showing a degree of flexibility in the working hours and arrangements to meet the needs of the children which might disrupt the normal childcare timetable.

General Purple Aurora Short Breaks Requirements

- Purple Aurora Short Breaks is a professional organisation and whilst working for us you are a representative of the company; therefore, you are required to follow the ethos whilst acting in a professional manner, at all times.
- Refrain from acting in a manner that endangers yourself, fellow employees or the public.
- Avoid any behaviour including verbal and non-verbal communication that discriminates against colleagues or stakeholders e.g. on grounds of sex, race, sexual orientation, marital status, age, religion, ethnic origin or disability.
- Ensure the security of Purple Aurora Short Breaks property and resources by behaving appropriately.
- Follow the Purple Aurora Short Breaks mission statement at all times.
- Wear the correct Purple Aurora Short Breaks uniform i.e. Purple Aurora Short Breaks T-Shirt, flat enclosed shoes, comfortable clothing that ensures ease of movement and is appropriate for a diverse child centred setting. You must also maintain a clean tidy presentable appearance with hair off the face to allow children to clearly see your facial features.

Passenger assistant duties for 1:1 support workers

As a 1:1 support worker you may be required to take on the role of passenger assistant transporting children to and from home in a Purple Aurora Short Breaks bus or taxi. Our duties would be:

- Assist children safely on and off the bus/taxi. Some children have visual impairment and are not aware of steps so need extra support. Familiarize how to open Purple Aurora Short Breaks minibus door so it clicks and the step is safe to use
- Ensure children's seatbelts are securely fastened
- Use Purple Aurora Short Breaks emergency contact list in compliance with Data Protect Act
- Call parents/carers 5 mins before you arrive. When running late, call parents/carers to notify them.
- Liaise with the driver about order of children to be picked up/dropped off. Work as a team.
- If travelling in a taxi, check registration number and look out for arrival text messages.
- If travelling in a taxi ensure the child lock is on.
- If travelling in a taxi, explain to the driver that child/children have special needs

- If travelling in a taxi, never leave a child alone with the driver. Parents/carers must come to the car to collect their children.
- Make sure children have all their belongings before they get off the bus
- Purple Aurora Short Breaks are not legally obliged but where possible will provide care plans to travel with children with medical needs. If the child is experiencing medical emergency i.e. seizure/asthma attack etc, call 999 straight away.
- On the pickup, check that children have packed lunches and any medication needed before they get on the bus
- If there's any accidents/incidents, it needs to be reported to the manager asap
- In the event of accident, wherever possible keep children on the bus and call 999 for emergency services. Also, call Purple Aurora Short Breaks office to inform and ask to send help
- Only hand the child to the person who is on the contact list. If it is someone else, call the parent to make sure that they are happy for you to hand the child over to that person
- There is a first aid box on the bus but only administer first aid only if you're a trained First Aider
- Wheelchairs should be put on the bus first because the back door is open at that time and mobile children can jump/walk off and hurt themselves
- Call parent/carers up to 3 times and then move onto the next address. (See transport agreement)

DAILY TASK LIST

Purple Aurora Short Breaks

Play-Support Worker for Play schemes

- You will be ready to participate in daily meetings at 9.30am
- Once group meetings have been completed you will wait by main entrance for arrival of children on the buses in the reception area. This should be done in a quiet and orderly manner to give children the opportunity to arrive into a calm welcoming environment.
- You will be responsible for meeting the children on the bus and safely escorting them off the bus under the guidance of the bus escort and taking your allocated child safely into the building.
- You will be responsible for signing children daily 'into' and 'out of' the register which will be located at the main reception
- You will check your child's bags on a daily basis to ensure it contains, packed lunches, change of clothes, appropriate protective wear such as sun cream, sun

hats, warm jumpers, water proof jackets, etc. Where necessary check for any medications, pads and slings.

- You will escort your child on arrival to the toilet/ changing bed and continue to support your child in the toileting process throughout the day.
- You will support your child in their choice of play activities, you will use appropriate communication methods to ensure the child understands their choices, you will use the play scheme timetable as a guide, where relevant you will encourage and facilitate your child to engage in the play activities that are offered by Purple Aurora Short Breaks.
- You will support your child during administration on any medications which will be carried out only by either Play scheme nurse or trained member of staff
- You will support you child during lunches, this may involve physical, verbal, emotional support. Physical support may involve feeding, wiping mouth or hands, hand over hand support, verbal support may involve giving directions or prompting your child to carry out certain tasks and emotional support can be interpreted as talking with and listening to your child whilst they are eating, reinforcing mealtimes as a social occasion.
- You will ensure that if you take a toilet/ lunch break for yourself an appropriate hand over to a member of staff is undertaken.
- You will take lunch breaks for the allocated time only and return promptly to support your child.
- You will make observations throughout the day so you can write daily notes on the child's experiences on the home post card which is filled in at the end of the day.
- You will ensure any arts craft work made by children during the day is placed carefully in children's bags to take home on a daily basis.
- You will escort children onto buses at the close of the play scheme day and ensure they depart with their coats, bags and any necessary belongings and equipment.
- You will ensure as part of a team that the premises is left safe and tidy and items/ equipment returned to their correct play scheme place.
- You will actively participate in group meetings from approx. 3pm - 3 30pm at the close of the day