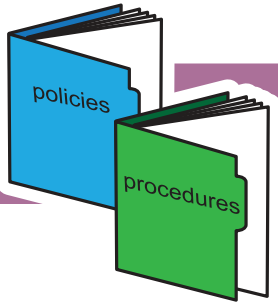


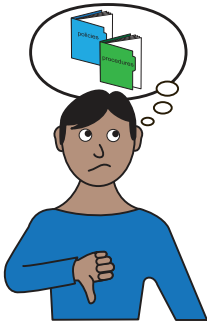


policies and procedures

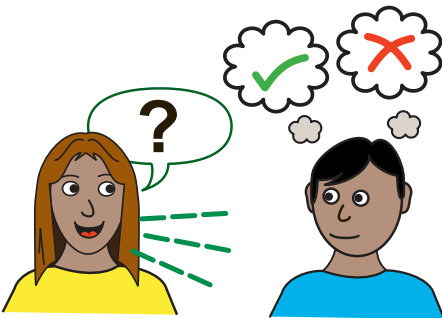


Our 'policies and procedures' are the rules about how we do things at Pyramid.

Following our policies and procedures helps to keep everybody safe.

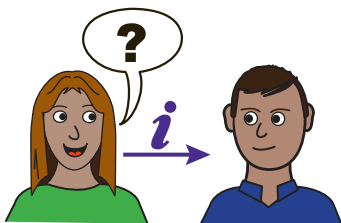


The policies and procedures also tell us what to do if something goes wrong.

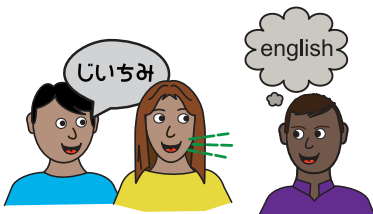


It is important that everybody at Pyramid can access and understand our policies and procedures.

The office team can help with this.



Please contact us if you would like support to read or understand this policy.



We can meet with you to talk about it. Or we can provide information in different format / language to suit your needs.



phone: **0113 234 6040**
text: **07531 215 999**
email: **info@pyramid.org.uk**



PYRAMID

Support Worker Guidelines

We really value and appreciate the support workers who attend sessions with our members.

Support workers offer valuable insights which help us to ensure our sessions are inclusive and that everyone who attends gets the most out of their time here. Please make sure the group's core worker is told about anything that may help us make informed risk assessments and adapt activities to suit the needs of the person receiving support.

We hope that support workers will enjoy coming to Pyramid and see it as an opportunity to learn a new skill or to try something a bit different.

Good communication, independence, decision-making and freedom of choice are really important at Pyramid. The session is an opportunity for all members to interact with and get to know different people. We strongly encourage support workers to move around and work with different people in the session, which also gives the person they support an opportunity to work with someone new.

The following ground rules are in place for all Pyramid sessions:

- The work must be, as much as possible, the work of the member not the support worker. This might mean it takes a long time; that the member needs lots of rests; that the outcome is not 'perfect'. That's fine!
- Everyone must listen carefully to group and individual instructions from the core worker and lead artist.
- It is important to focus on the task at hand and not disrupt the concentration of the group (e.g. by chatting or using a mobile).
- Everyone should try and stay positive about the activity; even if it is something they would not normally be interested in. (If someone really doesn't want to take part, they can take some time out in a different room.)
- We treat all members, volunteers, support workers and staff as equal and valuable members of the group. We listen and show respect.
- If anyone needs to make or take a phone call (e.g. to book transport), please step into another room to do so.