

# King Street Artworks

## Support Person/Caregiver/Whanau Policy

Your primary reason for being at King Street is to support the person you are with.

The primary reason the person you are supporting is here is to develop their own art skills.

To facilitate this we ask that-

- You follow hygiene procedures of the workshop.
- You identify yourself as a support worker to the staff.
- If the person you are caring for has any special needs please identify these needs to a staff member.
- You remain at the side of the person you're supporting.
- You are here for your client and not your own work or any other work that might distract you from this task.
- If you need to leave for an urgent matter please let a staff member know.
- You please read the King Street Guidelines and let the person you are supporting know what they are.
- You understand it is not OK to talk about your client to others at King St. Please respect your client's right to confidentiality.
- Sometimes you may need to privately divulge relevant and appropriate information to staff only: but please ask your client if this is OK before doing so.
- King Street is a free service and all we ask is that each artist clean up after themselves (Including wiping down tables)- if they are unable to do so then it is up to the caregiver to do this for them.
- Everyone, including support workers, are required to put their name in the daily diary and fill out the required forms.'
- If you are a parent or support person for someone under 16 please refer the 'Children at King St. Policy.'
- Appropriate clothing should be worn, (eg. No bare/stocking feet anywhere in the workshop or loose clothing where machinery might be in use and aprons to be worn in pottery area)
- Staff are not trained to lift nor 'Toilet' people. This is specialist care that the support worker must be capable and confident in carrying out alone if required.

**Remember that the staff are here to help, if you have any questions please don't hesitate to ask.**

Please refer-

- King Street Artworks Guidelines
- King St's Health and Safety Policy.
- Children at King St Policy