**Clarification of Roles and Responsibilities for Carers**

**Learning for Learners with Learning Difficulties and Disabilities**

Our priority is to ensure that learning opportunities enhance the education and skills levels of people living and working within the Medway area. To achieve this goal we need your agreement and co-operation to ensure that;

1. Learners must arrive **on time** and attend all sessions. If a learner is unable to attend a session please let us know at the earliest opportunity. The learner absence line is 01634 338466. Please make sure that we have up to date contact details.

2. Where carers actively support the learner in the classroom, the tutor will provide guidance on the level of support intervention required to achieve the lesson outcomes. Carers are expected to help review the progress of the learner.

3. If a specific learner has to have 2 carers this must be agreed in advance.

4. On arrival carers should ensure that the tutor is aware of any issues (not covered in initial assessment) which may have an impact on the learner's active participation /communication during the session.

5. Carers are responsible for the learners they are accompanying **at all times** during their time at the centre, moreover, to empathise and actively listen in a sensitive manner accessing appropriate additional support where necessary.

6. Carers are responsible for the **evacuation** of 'their' learner(s) from the centre in the event of a fire or fire drill.

7. Carers who have concerns about the level/quality of support provided in the learning environment should contact the Candice Fanning, Learner Service Co-ordinator on 01634 338475 the Rochester Centre.

8. To work in accordance with the care providers job description/contract of employment and any policies and guidelines of care home services.

9. To promote equal opportunities and respect diversity, different culture and values.

10. To work in accordance with the Health & Safety Act 1974 and Medway Adult Educations’ current Safeguarding Policy.

Carers will discuss with the named workplace supervisor (i.e. The care home) anything in the Code of Conduct that the carer finds difficult to achieve and act on the advice their managers give. It is essential that carers agree to these roles and responsibilities prior to enrolment.

**Signed: Date:**

**Care Home or Carer Provided from:** **Contact Tel:**