

EXPLORERS HORIZONS



Autism Explorers CIC

Personal Assistant (PA) Service Policy

Policy Statement

Horizons is the Personal Assistant Service delivered by Autism Explorers CIC. Our aim is to provide safe, person-centred, neuro-affirming one-to-one support that enables autistic children, young people and adults to access their community, develop independence and achieve personal goals.

We recognise every individual is unique. Support is tailored around strengths, interests, communication preferences and sensory needs while promoting dignity, choice and independence.

Our Principles

Horizons staff will:

- Promote independence rather than dependence.
- Respect every individual's communication style.
- Work in partnership with families and professionals.
- Encourage informed choices.
- Maintain confidentiality.
- Safeguard children and vulnerable adults.
- Celebrate neurodiversity.

Services Available

Support may include:

- Community access
- Social activities
- Leisure opportunities

- Developing independence
- Shopping support
- Travel training
- Educational support
- Emotional regulation support
- Accessing Autism Explorers sessions
- Building life skills

Horizons does not replace specialist medical or clinical services.

Staff Responsibilities

All Personal Assistants will:

- Hold an Enhanced DBS check.
- Complete safeguarding training.
- Hold First Aid certification.
- Complete Autism Explorers induction.
- Complete STEP/Positive Behaviour Support training.
- Follow all Autism Explorers policies.
- Maintain professional boundaries.
- Report safeguarding concerns immediately.

Lone Working

Staff must:

- Carry a charged mobile phone.
- Follow lone working procedures.
- Inform their line manager of session locations.
- Complete risk assessments.
- Report concerns immediately.

Medication

Medication will only be administered where:

- Written consent has been obtained.
- Appropriate training has been completed.
- Medication records are completed.

Confidentiality

All personal information will be managed in accordance with UK GDPR and the Data Protection Act 2018.

Safeguarding

Autism Explorers CIC has zero tolerance for abuse.

Any safeguarding concern will be reported immediately following organisational safeguarding procedures.

Complaints

Families may raise concerns using the Autism Explorers Complaints Procedure.

Policy Review

Reviewed annually or following changes in legislation.