



## Support Person Guidelines

In order to meet the needs of all our participants, Norfolk County's Parks & Recreation Department is committed to welcoming support persons who assist our participants living with a disability. Support persons are any individual who is hired or chosen by the participant to provide assistance with access to programs, services, and activities.

*To ensure the safety and positive experience for all participants, we expect that support persons will adhere to the following guidelines:*

- Support persons are allowed to participate in the County's recreation programs for the purpose of contributing to the health and safety of the participant with a disability, the health and safety of others, and/or assisting a participant with a disability to engage more fully in the program activities. Support persons who are believed to have engaged in conduct that does not contribute to the health, safety, and well-being of program participants and others will not be allowed to participate in the program.
- Support persons are expected at all times to comply with the law, County policies, and the instructions of the program leader or County staff. Failure to comply with these expectations may result in removing the support person from the program until the parent/guardian/individual requiring the support person can provide someone who can comply.
- Parents/ Guardians/individual requiring the support person are responsible for choosing an appropriate support person to meet the unique needs of the participant and their family. The County accepts no responsibility for the selection of an appropriate support person. Parents are expected to ensure that the chosen support person has the maturity and knowledge to make decisions and sound judgment relating to the participants wellbeing and care.
- Support persons may not leave the program with the participant unless permission is received from the main contact.
- Support persons will provide the program leader with suggestions and input for adapted/ modified programming to ensure the activities appropriately meet the needs of the participant.
- Support persons may not leave the program area while the participant is involved in programs. The program leader or instructor's role is to deliver the program to the whole group, while the support person is there to care for the individual and unique needs of the participant. Support persons will not provide direction or care to other participants within the program. If the support person has concerns about the well-being of other participants they will bring them to the attention of Norfolk County Parks & Recreation Department staff.
- If the registered program requires swimming, the support person is required to participate in the water.
- The support person should be dressed appropriately for the program environment, including comfortable clothing and safe shoes (i.e. running shoes).
- If the support person must step out of the program area to use the washroom, they are responsible for making the program leader aware of their absence.
- The support person will follow all emergency and safety procedures.
- Norfolk County' Parks and Recreation Department shall waive any admission/ programing fee for support persons

**I have read the above guidelines and selected a support person (Name) \_\_\_\_\_ whom meets the above expectations.**

**I have read and understand my role as a support person and provide declaration of no criminal record. I have read all relevant procedures as provided to me by Norfolk County.**

**Support Person Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Parent/ Guardian/ Individual requiring support person 18+:**

**Signature: \_\_\_\_\_ Date: \_\_\_\_\_**