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Community  
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**“Working to Empower the Community”  
in Lancashire and Cumbria**

Pamela Beswick – Chief Executive



Help Point

### Team Lead role.

Lead you are responsible for the paperwork during the session

- \* signing in sheets/registers
- \* registration forms (if applicable)
- \* evaluation forms
- \* check fire procedure for the building you are in & inform all staff

Please, with your team, check for cleanliness/tidiness of area

- Equipment is in good repair
- Support your team
- That the session is running smoothly
- Deal with any issue as they may arise/contact Steph within session if necessary
- Work within your team to interact with children and parent/carers encourage learning
- That your session is always tidy, yourself & staff to periodically tidy all equipment back to it's area
- Ensure correct procedures, outlined, are followed in Session Guidelines

Creche workers are part of a team you are all to work together with Lead to make each session a success to run smoothly, see session guidelines. We are all equal.

Charity Registration Number: 1117645

Member of AdviceUK (previously FIAC)

Company Limited by Guarantee: 5990592

Registered in England and Wales



North Lancashire  
Teaching Primary Care Trust



INVESTOR IN PEOPLE

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