



National
Guidance

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Assistant Leader

All leaders, including Assistant Leaders, have a legal duty of care and must comply with their employer's policy and guidance.

If you are an Assistant Leader, you must be specifically competent to carry out that role. This means that you must be given clarity about what is expected of you. Typical expectations of an Assistant Leader can include one or more of the following:

- Developing your experience and competence.
- Contributing to supervision.
- Supporting Activity Leaders during specified activities, with your responsibilities depending upon your competence in the particular activity.
- Supporting the Visit Leader with agreed aspects of the visit.
- Acting as deputy for a Visit Leader or Activity Leader.

If your role includes an expectation that you will act as a deputy for a Visit or Activity Leader, or as an Activity Leader for specified activities, you should have the level of competence required for that role. See document 3.4k "Visit or Activity Leader".

As an Assistant Leader, you should:

- Be sufficiently competent and confident that if the Visit or Activity Leader is incapacitated you can take over and ensure the safety of the group.
- Know and understand establishment and employer policies/procedures, in so far as they affect the responsibilities you have been assigned.
- Be meaningfully involved in the planning and preparation for the activity/visit, including contributing to the organisation of risk management.
- Ensure that you understand the role and responsibilities that you have been assigned and how you work alongside other staff and the Activity/Visit Leader.
- Be clear about any arrangements to hand-over and hand-back responsibility for supervision between members of staff and to/from any third-party provider.

- Ensure that you and other staff have been briefed on:
 1. The young people, including age, health characteristics, capabilities, special educational needs, behaviour and any other information that is relevant.
 2. The nature and location of the activity.
- Contribute to the ongoing monitoring of the activity/visit, including the quality of any activities provided by a third-party provider.
- Contribute to the evaluation of the activity/visit.

