

## Guide to Expectations for Group Leaders

The Group Leader is entrusted with the facilitation of a warm and welcoming environment, the opening and closing of the rooms for their scheduled session and the safety of the participants involved.

Expectations:

- Ensuring every participant signs into the register by the front door so that everyone can be accounted for in case of an emergency.
- Ensuring every participant knows the closest exit and evacuation point. This information is located on the back of the entrance door.
- When the session is finished ensuring **all** doors are securely locked, the key is returned to the lock box and the alarm is set.
- The acoustics in the main room often provide a disadvantage to those with hearing challenges and sensory overload issues. Please facilitate an appropriate level of noise for those individuals participating in your session.
- Filling out an incident form in case of an accident or adverse event and notifying the executive as soon as possible. These are kept on the main room front desk.
- Leaving the rooms tidy which means running / emptying the dishwasher if full, using the stick vacuum located in the kitchen, emptying the bins and making sure the heater/AC is turned off as appropriate.
- Encouraging participants to use safe practices when working within our rooms. Eg: using two people to handle heavy equipment such as boxes of yarn, if over the age of 75 to not use ladders to get equipment down from the high shelves as our insurance will not cover them in the event of a fall.
- If possible in the event that a session has to be cancelled a notice is to be posted on our Facebook page. This is done by emailing the details to the cancellation to the webmaster at: [csw.socialface@gmail.com](mailto:csw.socialface@gmail.com).
- Be aware that ACT property group only allows the presence of service animals on the premises. Service animals have gone through a certification process.
  - **Standard ACT Property Conditions are : The only animals allowed in rooms are service animals.**
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