

 <p>Warrington Play &amp; Sensory Centre</p> <p>WARRINGTON Borough Council</p>	<h2>Terms and Conditions for membership</h2> <p>Version 6: May 2019</p>
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<p><b>Membership</b></p>	<p>Warrington Play and Sensory Centre is a venue primarily for Disabled children and adults. To access the centre you have to be a member or accompany one. Membership is free. Membership cards are non-transferable and may only be used by the member. By becoming a member you agree to these terms and conditions for using the centre.</p>
<p><b>Sessions, bookings, and admission prices</b></p>	<p>Warrington Borough Council reserves the right to change entry times, admission prices, party sessions or membership details where required, however will provide as much notice as possible to minimize any disruption to users of the centre and staff.</p> <p><b>Please be advised some sessions and times may be subject to change at short notice therefore we recommend sessions be pre-booked, please phone the centre to check availability before setting off; you can also check our face book page and website for daily updates.</b></p> <p>Tel : 01925 817347 Email: <a href="mailto:sensorycentre@warrington.gov.uk">sensorycentre@warrington.gov.uk</a>  <a href="http://www.warringtonsensorycentre.org">www.warringtonsensorycentre.org</a>  Warrington Play and Sensory Centre</p>
<p><b>Adult and carers responsibility</b></p>	<p>Parents/carers are at <b>all times</b> responsible for actively monitoring their children, young people or adults using the Play &amp; Sensory centre. This applies to all areas of the building including the toilets, accessible bathroom and all play areas.</p> <p>Under no circumstances should any child or adult be left unsupervised in the sensory room. No child or vulnerable adult is to be left in the centre unattended.</p> <p>Please follow all safety notices and instructions.</p> <p>Our staff will advise about equipment use, but cannot take responsibility for those using it inappropriately.</p> <p>If you see anything unusual, broken or showing signs of wear and tear please let a member of staff know.</p>
<p><b>Risk assessments</b></p>	<p>The centre has developed general risk assessments for the use of play equipment and centre facilities, however parents / carers and group leaders must be aware of the needs of the users they are supervising and undertake any additional risk assessments as appropriate to ensure their safety. Copies of the centre's risk assessments are available upon request.</p>
<p><b>Smoking</b></p>	<p>Smoking is not permitted in the building or on any of the paths to the sides or front of the building. We politely request you and members of your party use the car park area.</p>
<p><b>First aid</b></p>	<p>Staff on duty are first aid trained and will have access to first aid facilities.</p> <p>It is your responsibility to inform a member of staff if anyone in your care has an accident/incident, however minor – one of our staff will record the accident/incident in line with our Health &amp; Safety policies and procedures.</p>
<p><b>Fire precautions</b></p>	<p>Please ensure the reception desk has the names of all adults and children who are using the centre as this list is used in case of a fire</p> <p>If you discover a fire raise the alarm by breaking the glass over the alarm button and activating the fire alarm system. Alarm buttons are situated next to all fire doors:</p> <ul style="list-style-type: none"> <li>• Main hall next to the calm zone</li> <li>• Rear door next to the toilets</li> <li>• Main entrance near reception.</li> </ul> <p>Staff will provide instructions and support centre users in safe and prompt evacuation. Please do not leave the fire assembly point until you have reported to a member of staff.</p>

<b>Illness</b>	Please do not let children/adults who are un-well use the play system. We reserve the right to refuse admission to the soft play system if we feel it is not safe for you or others attending.
<b>Cancellation of sessions and party bookings</b>	Please provide as much notice as possible if you are unable to attend a booked session. Frequent non-attendance will be noted and may affect future bookings. Please take note of our cancellation policy when making a booking on-line, alternatively a copy of our cancellation policy can be requested from a member of the centre staff.
<b>Party bookings</b>	<p>Please do not arrive any earlier than 10 minutes before your party slot</p> <p>No food or drink is to be taken in to the play area</p> <p>Socks must be worn by visitors who access the play area at all times</p> <p>We accept cash / cheque payment, we do not accept card payment</p> <p>All children must be supervised by a responsible parent at all times, centre staff are not responsible for the supervision of your children</p> <p>All accidents/incidents must be reported to a member of the centre staff immediately and an accident/incident form completed</p> <p>Children who are unwell or sick must not be allowed to access the play area/equipment</p> <p>Notice must be given and approval sought from the centre manager if you wish to bring additional equipment i.e. sound system, hot dog warmer, popcorn / candy floss machine etc</p> <p>Access to the kitchen is not permitted at any time by party members</p> <p>Please ask your guests to leave promptly at the end of your party session as staff need to prepare for the next party</p> <p>Please leave the centre in the same condition as you found it, bin bags and cleaning equipment can be provided if needed</p> <p>No liability will be accepted by Warrington Play &amp; Sensory Centre for any loss, damage or theft in the centre or car park area to visitors belongings</p> <p>Please note that use of the sensory room is not included within your booking and will be closed off on the day of your party. If you have guests with additional needs and want to make use the sensory room please contact the centre manager on 01925 817347 before making your booking</p> <p>Requests for any changes must be put in writing and agreed prior to commencement of your party</p> <p>Attendance to your party will be deemed as your acceptance of the outlined Terms &amp; Conditions</p>
<b>Hoists</b>	<p>There are 3 ceiling hoists, one in the calm zone, one in the sensory room and the third in the accessible toilet. <b>Please remember that you will only be allowed to use a hoist if you have been trained in their use.</b> You will have to bring your own slings if you need to use them. You must ensure slings are in good working order. <b>Please advise a member of staff if you require a hoist on your visit.</b> You may be asked to sign a disclaimer.</p> <p>Please ensure all overhead hoists are positioned safely after use and will not cause an obstruction/hazard to others.</p>
<b>Behaviour</b>	<p>We want to ensure everyone enjoys their visit. Physical or verbal abuse of staff or other centre users will not be tolerated. Incidents may result in you being asked to leave the centre and may affect your membership status. (Note: The purpose of the centre is to provide a fully inclusive venue. We acknowledge that some users of the centre may have challenging behaviour and we want to support them to access the centre. Please discuss any concerns you have regarding the needs of your child/adult with staff and please be tolerant of the</p>

	differing needs of centre users).
<b>Food and drink</b>	<p>Only food and drink purchased on the premises may be consumed, with the exception of specialist diets or with the permission of a staff member (high risk area for children /adults with allergies). No alcohol will be allowed on the premises under any circumstances.</p> <p>Please do not leave hot drinks unattended and under no circumstances should any food or drink be taken into the play areas. Any spillages must be reported to a member of staff immediately.</p> <p>Please do not allow members to run in the café area. Please return empty crockery / cutlery / bottles etc back to the reception area after use.</p>
<b>Security</b>	<p>Our centre is inspected every day to ensure it is clean and undamaged. We can not guarantee your visit is completely safe but we work towards minimising risks where we can.</p> <p>Please let us know when you are leaving a session so that we can sign you out off the building and take you off the attendance list in case of fire.</p> <p>Please report any accidents, incidents to the receptionist before leaving as these will be logged and form an important part of our ongoing safety checks.</p> <p><b>No cameras or video equipment should be used without permission, except in a private party (for data protection purpose).</b></p> <p>Cars and their contents are left entirely at their owners' risk.</p>

# Rules for the use of play area and centre

## ➤ GENERAL

- No food or drink (including sweets and chewing gum) may be taken into the active zone, calm zone, sensory zone or den
- Any buckles, belts, jewellery, zips or small items such as keys in pockets should be removed and placed in the lockers provided
- All users who are not reliably toilet trained should wear appropriate protection. In the event of an accident or spillage of bodily fluids; in the first instance it is expected that the parent/carer will support with the cleaning up of any spillages, WP&SC have PPE on site if visitors do not carry their own. Staff will support where and when possible dependent on how many staff are on duty and how busy the session they are covering is. The affected area must and will be closed/cordoned off by a member of staff to prevent further access until the area has been thoroughly cleaned and disinfected.
- Shoes should be removed and socks worn in the active zone, calm zone, sensory zone or den and placed in the shoe pockets provided. Where shoes cannot be removed please use socks over them.
- Please wear comfortable loose clothing while using the equipment, preferably with long sleeves and trouser legs.

## ➤ SUPERVISION

- Parents/carers are at **all times** responsible for actively monitoring their children, young people or adults using the Play & Sensory centre. This applies to all areas of the building including the toilets, accessible bathroom and all play areas.
- Under no circumstances should any child or adult be left unsupervised in the sensory room.
- No child or adult is to be left in the centre unattended.
- Please follow all safety notices and instructions.
- Our staff will advise about equipment use, but cannot take responsibility for those using it inappropriately.
- If you see anything unusual, broken or showing signs of wear and tear please let a member of staff know.

## ➤ CALM ZONE

- Members should never be allowed to climb the netting and touch the projector
- Please ensure this resource is shared fairly between those who wish to use it

## ➤ SWING

- This can be removed on request
- Do not attempt to stand on the swing
- Members should never be allowed to swing higher than waist level
- Please ensure no other people are near enough to be knocked by the swing when it is in use

## ➤ TRAMPOLINE

- This equipment is for low level bouncing only
- The trampoline should never be used with the moveable bar of the hoist over it (return the hoist to the middle of the room immediately after use)
- Beanbags can be used on the trampoline with very gentle bouncing for members with reduced muscle tone
- Members should never be allowed to bounce high enough to touch the hoist track or ceiling
- Please do not allow members to bounce off the trampoline onto the floor if there is anyone in the vicinity who could be knocked over or jumped on

## ➤ DEN AREA

- This area can be used for one to one therapy work, UV work or for members who become distressed or agitated while in the centre
- If your member is using the den for one to one therapy or UV work please ensure they quickly vacate the area should an agitated child / adult needs to use the area

- Supervision is required when using UV equipment

#### ➤ **ACTIVE ZONE**

##### ➤ SLIDE

- Use of the slide is at the carer's discretion and should be based on the carer's assessment of risk for their member. **IF YOU ARE IN ANY DOUBT PLEASE DO NOT USE THE SLIDE.**
- Members with cochlear implants may wish to avoid/limit their use of the slide due to the effect of static on such implants
- Members must be supervised whenever using or waiting for the slide
- **Never go down the slide head first or backwards**
- Do not run up or climb up the slide
- If you take members on the slide with physical difficulties such as hip/knee/ankle contractures or decreased muscle tone you may need to sit next to them to guide them and raise their legs at the bottom
- Do not go down the slide with clients between your legs as their legs could get trapped under yours
- Socks must be worn at all times when using the slide

##### ➤ BALL POOL

- Before jumping into the ball pool please check no one is submerged under the balls
- If a toileting accident occurs within the ball pool please inform a member of staff immediately
- Numbers using the ball pool at any time need to be limited according to the size of the members

##### ➤ DIZZY DISC

- Members may sit or stand on the disk platform and should be supported by their carer where necessary
- If in use by multiple users it should be spun at the slowest speed requested
- Please be aware of other users in the vicinity of the disk when in use. If there is a risk that someone could be knocked over then the disk should be stopped until the area is cleared

#### ➤ **SENSORY ROOM**

- Please specifically state when booking if you want to use this space and leave on request as the space will be fully booked at all times.
- When all equipment is operating, it may be over-stimulating for some users, please liaise with other users to ensure everyone can enjoy the experience. Please ask a staff member if you wish any items to be switched off/on

##### ➤ WATERBED

- Bouncing or jumping on the waterbed should never be allowed

##### ➤ COLOUR CHANGING BALL POOL

- The colour of the lights shining through the balls can be changed using the coloured hands by the ball pool
- No jumping into the ball pool please
- If a toileting accident occurs within the ball pool please inform a member of staff immediately
- Numbers using the ball pool at any time need to be limited according to the size of the members

##### ➤ INTERACTIVE LIGHT PANEL

- Please note the lights can be very bright and can flash on and off. Please ask a member of staff if you require the lights to be dimmed.

##### ➤ FIBRE OPTIC CURTAIN

- Never bite through the fibres
- Please do not walk or move a wheelchair over the fibres if they are trailing on the floor
- Please report any breakages or loose fibres to a member of staff immediately



**Please note:**

Warrington Borough Council reserves the right to suspend membership and can ask people to leave if these terms and conditions are not complied with.

## Terms and Conditions

Please sign below, detach from sheets 1 +2 and hand into member of staff at the centre. This will confirm that you have read, understood and agree to our terms and conditions of use for the centre. Please keep sheets 1 + 2 for your reference.

Name of member (please print).....

Members age: .....

Members date of birth: .....

Members Signature:..... Date signed: .....

**If you are signing on behalf of a member:**

Your name (please print) .....

Your signature: .....

Date completed: .....

**Staff use:**

Recorded on system by ..... Date: .....