

Spring Harvest Special Needs

2010

GUIDE FOR PARENTS & GUARDIANS

INTRODUCTION

Special Needs includes anything which may mean that your child or young person requires a little extra care and attention.

Spring Harvest welcomes all children and young people into the programmes, and seeks to be an inclusive and safe place for all.

- We provide extensive resources in terms of planning, finance, dedicated team members and on-site provision, but our resources are finite and the availability of team members with the huge variety of skills required is also a limiting factor. We are therefore unable to provide one-to-one care for individual children.
- If a child needs one-to-one care, provision will be made for either their parent, guardian or designated carer to attend the programme and for them to give any assistance or care that may be needed (one carer per child or young person).
- Young people in the 11–14s and 15+ programmes are free to come and go from these programmes as they wish. If it is not safe for your young person to do this, a carer must attend the programme with them.
- Where special care is needed, but not on a one-to-one basis, the team may still require the carer to stay and help until such time as the team leader is satisfied that the team is able to provide adequate care.
- Everyone who will be attending the programme with your child or young person needs to agree to our carers carers guidelines (on the other side of this page).
- A child or young person, whatever their needs, should register and attend the programme with their peers of the same chronological age.
- It is a Spring Harvest requirement that, once a booking has been confirmed, we be advised of all relevant details of any special needs for anyone attending the Under 5s, Children's, Youth or Young Adult programme.
- Spring Harvest team members are not medically trained and they cannot be responsible for ensuring medication is taken at specific times but designated team members have received basic instruction in the storage and administration of epi-pens. In medical emergencies at Spring Harvest, Butlins will be asked to provide medical assistance and we will try to contact you immediately.

HOW TO INFORM SPRING HARVEST

If your child needs help because of any of the following, please complete our **Special Needs Form**.

- Physical or sensory needs
- Communication difficulties
- Learning or cognition difficulties
- Behavioural difficulties
- Severe medical conditions.

And speak to the Special Needs Coordinator in the child's or young person's programme.

If your child needs support for **any other reason** (the following are examples), please let us know.

- An allergy that may affect them during the programme
- They do not speak English
- They have experienced a recent bereavement or other difficult circumstance.

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MULTI-SENSORY AREA

Our provision for those with special needs includes a Multi-Sensory Area equipped with a range of sensory equipment within each of the 5–7s, 8–11s and 11–14s venues. These can be used as a chill-out area for those with special needs and their carers. Our hope is that this will enable those with special needs to attend their correct programme and then whenever they feel the need, be able to go with their carer to the Multi-Sensory Area, for a while, to chill out in a creative and peaceful atmosphere.

CARERS GUIDELINES

As a carer of a child or young person with special needs, you will need to follow these guidelines whenever you are in the programme.

- Before you accompany a child or young person in their programme you must identify yourself to the programme's Special Needs Coordinator. This should be done either when the child is registered within their programme or before the first session that you attend.
- You will be given a badge that will show your name and the name of the child or young person you are there to support. This badge must be worn all the time you are in the programme.
- Please ensure you sign in before you attend each session.
- Your role as carer is to assist your child or young person and to offer them whatever help and support they may need to participate in the programme.
- You must not spend time alongside any other child or young person while in the programme.
- If the child or young person in your care requires assistance with toileting, you will be required to assist them in this way, but you must be accompanied by a team member who is cleared to carry out this task. Please ask the Special Needs Coordinator to identify this person to you at the beginning of each session.
- Before leaving the programme venue, with or without the child or young person in your care, please tell the programme's Special Needs Coordinator. Please follow the programme's signing out procedure where there is one.
- If while in the programme you have any queries about your role as a carer, please speak to the programme's Special Needs Coordinator.
- Carers must be 18 years old or over.

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Memralife Group is a registered charity.