beckly



Part of the Routeways Centre

Facilitating short breaks for families and

Enabling positive social activities for disabled children and young people

Activities and Sessions Registration Pack

Thank you for your enquiry about activities.

I am pleased to enclose some general information about booking and registration requirements for attendance at Beckly.

Please feel free to contact Beckly to discuss your child/young person’s needs and what might be potential sessions for your child to attend. We try to accommodate a broad range of children and young people within the sessions but it is useful to check appropriateness and suitability for your child.

Wherever possible we like to arrange for the child/ young person to visit (for as many times as necessary) to check that they will enjoy and benefit from attending Beckly.

If you would like to discuss this further or to arrange a visit or booking please contact the Beckly Office. An answer phone is always connected so please leave a message.

Contact details

The Beckly Centre

Mayers Way Hooe Road Plymstock Plymouth PL9 9DF

Tel. 01752 484433

Email: beckly@routeways.org.uk
online bookings http://bookwhen.com/routeways

Facebook facebook.com/becklycentre Web: [www.routeways.org.uk](http://www.routeways.org.uk)

GENERAL PROGRAMME INFORMATION

## **Premises and Resources**

Our building, is adjacent to Radford Park at Plymstock, comprises of two large play halls with two small outside play areas. There is a large kitchen area with cookers and washing machine. There is a sensory space with a good range of interactive equipment and separate soft play area
The premise is disabled accessible with a ramp, toilets and changing facilities including a hoist available

There is a full range of play equipment including soft play and ball pool, lots of table games and floor puzzles: life skills equipment for cooking: full range of arts and craft materials and equipment: music: computer and games equipment.

We also regularly attend community activities make use of community resources such as sports fields, going to cinema / bowling to introduce social and community skills and experience.

**Registration**

Beckly’s registration form attached is for you to give us details about the child/young person

It must be completed, signed and returned to the Office before your child attends.

"All about me" should be completed by the child/ young person wherever possible.

The information you provide should cover all relevant details (if you need more space please continue on separate sheets) so that we can get to know about the young person as quickly as possible and should be returned to us before your child visits for assessment.

Where there are specific requirements or you have any particular concerns please contact the Office to discuss these in advance so that any relevant training or procedures can be put in place and other necessary information can be obtained from other agencies.

If there is a care / management plan, statement or other documentation about your child available then it is very useful to have copies for our records.

Please keep us informed of changes (particularlyphone numbers) or specific requirements, and / or medication or needs

**Confidentiality**
All information given will be treated in a confidential manner however we reserve the right to liaise with, discuss and share information and data with other appropriate agencies where it is beneficial to and necessary for the health, safety or welfare of the child / young person concerned.
Information is regularly recorded, added to and updated on the Routeways Database and this is accessible and used throughout the Routeways organisation.

**Booking Arrangements and Session Fees**

Details of sessions and dates available together with fees payable are shown on the booking forms / project leaflets or on line through bookwhen.com/Routeways, sibling places and half sessions are also available

All sessions must be booked and paid for in advance other than for some drop in evening clubs

And a cancellation policy is shown on the booking form

Additional fees will be payable towards cost of specific external activities, special events, etc

and you will be advised in advance of any costs involved

Services such as one to one are available at an extra charge per session which can be paid

by parents from direct payments or funded by other agencies.

Internet payments and invoicing is available please discuss with the Project Leader

**Initial visit (s)**

An introductory visit is usually arranged for you and the young person to discuss with staff care and social needs. Where possible this is followed up with a second during a session in an appropriate group so that the young person can see what goes on. And are left for to see how they settle in.

**Groups and Activities**
Sessions are operated on a small peer friendship group basis and your child can attend, unaccompanied or where necessary with a one to one worker either provided by yourself or a Routeways bank worker

Whilst we maintain good staff to client ratios Beckly does not offer one to one support unless specially arranged and funded. We may also be able to provide places for those who would be accompanied by their personal support worker who would be usually be responsible for their personal care and specific needs.

Activities will be agreed with those young people attending and you will receive an events programme which will detailed the themes and activities for the current booking period

Please check to make sure your child has what is needed for the session(s) so he/she can participate in the activities.

For some sessions we may meet at an alternative venue or time to allow for special events

Beckly / The Routeways Centre retains the right to vary, waiver or change the programme as operational needs dictate but we will endeavour to keep you suitably informed.

Please note that due to insurance and Ofsted registration we can not look after your child outside the agreed hours for each session and additional charges are applied for care outside set published hours

**Trips and outings**

Details will be published in advance appropriate to the planned activity with kit list and timings. When away from premises the leader will carry a mobile phone which parents will be given a number for so that they can contact the group in emergency

We recommend that only minimal amounts of spending money is sent and personal belongings should be clearly marked with contact details.

Specific concerns should be discussed with the Project Leader in advance

**Referral**
There is open access to Beckly activities and sessions so placement may be made by Parents /families/ carers themselves direct to Beckly by phone or email.

Parents may pay for service in full themselves or through funding such as Direct Payments

Places may be allocated on referral as part of an agreed care plan by Social Services or other agencies and funding help may be available from those agencies.

Extra sessions may be funded by families themselves in addition to care plan arrangements

**Suncreams and other creams / lotions**

Please provide suitable sun lotions (in individual bottles labelled with name), sun hats and suitable clothing during warmer months so that your child can participate in out door activities. We usually hold and use a high factor child friendly lotion for emergency use but if your child has allergies or specific concerns then please inform us.

**Medication**
Details (time, name of drug, dosage)of all medication whenever taken should be included on the registration form.

If medication is required to be administered whilst your child is at Beckly then:-

**All medication should always be given to the Leader for safe keeping and**

**only enough for that session should be sent in with the child, in a container that is suitably**

**labelled with the name of drug, time to be given and dosage.**

Please ask your pharmacist for a spare label instructions and container.

Any recording documentation should always be sent with the medication.

Occasional medication should be dealt with in the same way but a letter of authorisation should be given to the Session Leader

Please note that there are some medical procedures which staff can not carry out so if your child has very specific medical needs please contact the Project Leader

**General Health.**

If the young person has any sickness we do not have facilities here to look after them adequately so please only send your child if they are well enough to attend.
It is also useful to know if your child any minor complaints or infections that could be passed on so that we can take necessary precautions.

## **Personal Care Needs**

Appropriate personal care support can be provided. If the young person has specific requirements with personal care please make sure this is clearly stated on the registration form.

Adequate supplies of personal care supplies should be sent in with the young person.

Hoisting is available but personal slings should be sent in each time together with the manual

handling protocol

When we are away from the building it may not always possible to deal with personal care needs for hoisting etc so please do speak to the project leader so that arrangements for the young person can participate in such activities can be agreed

**Clothing**

Loose play clothing, preferable labelled with name, trainers or soft shoes jumpers / sweatshirts which can be removed if the child gets too hot.

We often have messy or water play so older clothes are better.

Wherever possible we do try to include impromptu trips and outings so outer clothing suitable for the general weather conditions should be sent in and a bag or rucksack to carry belongings in is very useful

It is also very useful to have changes of clothes sent in and throughout the year wellies if they have them as the Radford Park can be muddy!!

**Personal Belongings including Mobile Phones / Cameras**

Wherever possible valuable personal belongings such as electronic equipment or essential toys / comforters should not be brought to sessions as we can not guarantee safety or return of such items

Electronic equipment which can be used to take / share photos should not be brought in to sessions and we recommend that young people should not be encouraged to share contact details via phones internet or other social networking.

**Lunches and snacks.**

You will need to send a good packed lunch and plenty of drink with the young person for longer sessions as we are not able to go out shopping for food and do not keep supplies on site

We can not reheat food.

Drinks (water and squashes) are always available and a healthy snack can be sent in.

Please ensure that foods sent do not pose a risk to others.

If the young person needs to eat small / frequent meals please make sure that this is clearly shown on the registration form so that arrangements can be made.

If the young person has specific eating / food needs (eg tube feeding) please discuss this with the Project Leader so that training and arrangements can be put in place

**Wheelchair, mobility and other needs**

If the young person has specific equipment needs please discuss this in advance with the Manager.

In most cases you will need to provide the young person’s usual personalised equipment for use during activities at Beckly.

**Health and Safety Policies**

The Routeways Centre has a wide range of policies covering aspects of work with and for those participating in activities.

Copies of the full policy documents are available to be read at the Routeways office by arrangement

**Behaviour Policy.**

Responses to behavioural issues are dealt with on an individual basis and will take account of individual and/or specific circumstances.

General ground rules will be agreed with those attending sessions with consistent, simple and

clear boundaries regularly enforced during sessions.

Beckly will ensure that parents are made aware, as soon as is practicable, of incidents or concerns occurring during sessions.

Guidance from parent/carer is welcomed so that we can have a common approach to and management of issues and concerns with families.

If there is a care management or behaviour management plan for your child please let is have

a copy and please inform those dealing with this so that Beckly can be included in any programme / update / ongoing plan.

If there are specific issues relating to your child these should be discussed with the Project Leader as and when they arise.

Beckly / The Routeways Centre reserves the right to withdraw services where there is the likelihood of harm, damage or distress to the child itself or to others attending, staff or property.

If there is likelihood of serious harm, damage or distress to the child itself or to others attending then parents will be asked to collect the child immediately.

**Complaints**

In the first instance any concerns should be brought to the attention of the Project Leader or to the Operations Manager of the Routeways Centre Limited tel 01752 856707

All complaints, given in person, by phone or in writing, will be investigate in a professional manner and that where ever possible an acceptable solution will be provided as quickly as it is possible.

You also have the right to pass details of any complaint on to Ofsted Early Years 0300 1231231

**You can find out more information about Routeways by checking out:**

[**www.routeways.org.uk**](http://www.routeways.org.uk)

**The Routeways Centre
91/93 North Prospect Road Plymouth PL2 2NA tel 01752 300700**

The Routeways Centre a local charity that manage a range of projects funded by local and national funding streams. Our projects serve a diverse range of people including children and young people and their families.

Based in Plymouth, we deliver projects that serve to enhance the social and economic well being of communities by providing choice and opportunity for individuals. As an 'umbrella' organisation, our aim is to create the financial and operational environment to enable our projects to achieve their operational objectives. It is about setting and developing the right framework of success for these projects and ensuring that as an organisation we are achieving corporate standards.



 **All about me for**

My name

I like to be called

I am ………………………years old

I have ………………. Brothers ……………. Sisters

My school is

The lesson I like best is



 Favourite t.v programe

What makes me happy

My favourite food is



My favourite thing to do is

Other things I like to do

Sports I like to do



 Things I don't like



Places I like to go



Things I would like to do



 Anything you would like to tell us

**THANK YOU FOR FILLING IN THE FORM**

#   **Beckly Registration & Information form**

name of child
date of birth

address

post code phone ……………………………………………..

e mail
mobile
name of parent

work place contact
emergency contact

**what is the key issue relating your child we need to know**

name of condition
drugs to be taken at beckly

time / dosage
details of other medication

details of special medical needs

 doctor's name phone
 name of consultant phone
school attending phone
social worker phone

speech ability
understanding ability

does your child use, signs, symbols makaton yes / no

does your child have a care plan /core assessment / management programme yes / no

if yes to either then please let us have copies

specific behaviour problems

mobility /balance

toileting / personal care

outdoor behaviour ........................

issues out of building

travel problems

allergies

special foods/diet
feeding ability ........................

sports ability

any specific dislikes

child’s special interests

social awareness / problems

 does your child use other support services (date/time)

brothers / sisters

ethnicity monitoring (please circle your ethnic grouping) ….

 White / British = Irish = other White = Asian = Asian British = Black = Black British = Chinese = other ethnic group

Anything else you should tell us

If there is further information you feel we should have

please continue on a separate sheet or contact the office

Protocols in respect of specific medications
and other specific needs should be provide to accompany this form

**Beckly Consent Form.**

Name of child ………………………………………………………………………………………

**I hereby agree** to my child taking part in any or all of the activities that will form part of any Beckly /Routeways Programme activities; and any other event, activity or entertainment that may be organised by or for Beckly and to be included in alternative activities when published events can not go ahead.

I consider my child fit to participate in such activities, subject to any restrictions on the registration form.

I undertake that I will note on the registration form all necessary information relating to my child's special / additional requirements for health, safety, wellbeing, diet, including all medication

I undertake to keep Beckly informed of any changes in circumstances and details.

I will provide copies of any relevant care plans/ protocols / management programmes

I undertake to provide a suitable packed meals and drinks for my child.

Where food / drink is not provided from home then I authorise Beckly to obtain for and provide my child with food / drinks.

I consent to sun creams / lotions being applied to my child when and where considered necessary by staff and if this is not provided from home then I authorise use of creams supplied by Beckly. I will ensure that my child is suitably clothed for the weather conditions

I agree to my child being transported in any vehicle that is provided by, on behalf of or hired by Beckly. I will provide any appropriate personalised restraints / seating as required.

I am willing for information about my child to be shared with and / or sought from external agencies. I give permission for any and all information available from Beckly to be listed on the Routeways Data Base now and in the future and I consent to such information then being accessible throughout the Routeways organisation

I consent to the Routeways Centre Ltd sending on any information that may be relevant to me or my family.

I consent to medication being administered to my child in accordance with the instructions detailed on the registration form and I undertake to provide all necessary medication suitably and separately labelled and packaged together with any necessary protocols and instructions.

I consent to any emergency medical treatment being given to my child where and when necessary and for the Leader to obtain and authorise any such treatments.

I consent to photographs and/or all other media products being use and understand that such images these may be used for publicity and fund raising by the Routeways Centre meaning that they may be shared with other agencies and funders so may be available to the general public.

signatures of .......................................................................................................................................................

parents/carers... ......................................................................................................................................................

date ………………………………………………….