



The Sensory Room

“Molly Moos”

Guidance 2022

Peace
Northern Ireland - Ireland
European Regional Development Fund



**Armagh City
Banbridge
& Craigavon**
Borough Council

Rathfriland & District Regeneration Co Ltd

“This project is supported by the European Union’s PEACE IV Programme,
managed by the Special EU Programmes Body (SEUPB).”

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Dear Parent, Guardian

We are delighted to welcome you and your child to our community sensory room.

We hope you find it a safe place for your child with additional needs to play, be stimulated and develop their motor skills as well as somewhere for them to relax and experience a sense of calmness.

This equipment was purchased as part of a grant awarded from the ABC Borough Council's Peace IV Reimaging Programme. A project supported by the European Union's PEACE IV Programme managed by the Special EU Programmes Body (SEUPB).

Rathfriland Regeneration, sought planning permission to convert this unit from commercial to community usage and to provide local people with respite and a place where they can continue to care for their children creatively.

We hope this facility contributes to a shared space within the town. We believe that this space can be a vehicle for strengthening community cohesion and good relations among all its residents.

We acknowledge the generous support received from BT branch staff led by Laura Caughey their manager who kindly refurbished the interior of the room with appropriate electrical fixtures and fittings without any charge.

The following guidance document will help you make the best use of this facility and ensure that you and your child leave feeling happy, more relaxed and refreshed.

Please read the guidance thoroughly and complete the registration form, you can return it to the committee member at the end of your induction tour.

We sincerely hope that you and your child have a pleasurable experience and look forward to many return visits.

Kind Regards

A handwritten signature in black ink, appearing to read 'Pat Rafferty', written in a cursive style.

Pat Rafferty

Chair

Costs

There is a membership contribution of £10 per household per year for use of the facility. Bookings can then be made on a 4 weekly basis so that we can identify need and ensure that everyone has equal access to the room at a time that suits them.

Statutory, voluntary and private sector businesses can make bookings to run programmes when the room is available. Contact the committee on rathfrilandregeneration@outlook.com for reservations and rates.

Health professionals are welcome to access the facility with their clients by setting up Rathfriland & District Regeneration Co. to their list of suppliers. We can then invoice the relevant agency after an agreed period of usage.

For those who want to try the room on a one off basis before deciding to register we suggest a donation of £5 cash. We hope that after your taster session you will agree to sign up with us and use the facility on a more regular basis.

There will be a need for occasional fundraising events to help with the costs of cleaning and additional equipment and we would ask all registered users and their families to support such events.

In Summary:

Membership fee £10 per year

Each visit costs £5 per session, only book for one month at a time please.

Please use your name as a reference when making the online payment.

Rathfriland & District Regeneration Company

Bank of Ireland

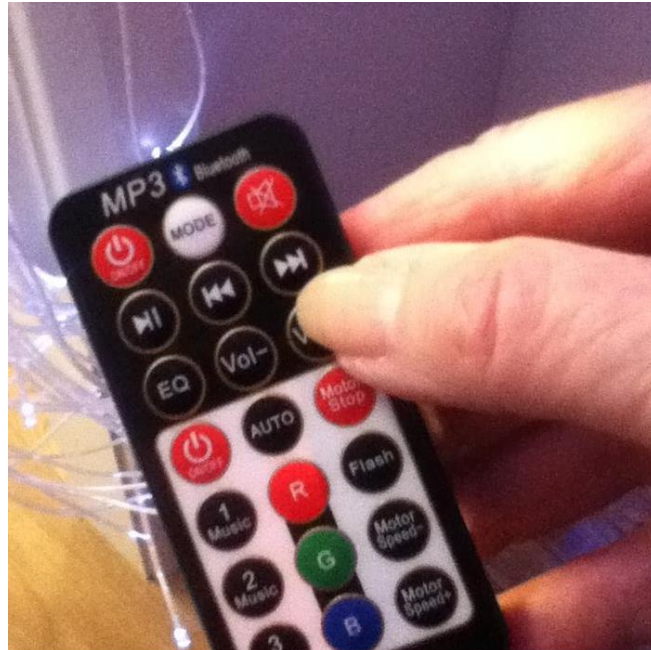
The bank account number is: 77954275

The sort code is: 90 07 70

Dark Den



There are two bean bags, one with a weighted blanket, a mood egg and a set of fibre optic tails in the dark den. The disco ball projects colours all around the room. The remotes for both are located on the inside of the door frame. You can adjust the volume of the music and fast forward through to the next track.



Booking System

This facility is available for booking through our website www.rathfrilandregeneration.org.

You must be a member to use the facility, you will be given an induction tour on the first visit. Once enrolled, you will be given a fob that will allow you to enter the facility for the specific hour long slot that you have booked.

The slot below in yellow will be held for induction tours for new members and therefore is not available for general usage.

Please select the date and time you wish to gain access, stating how many children will be attending. We can offer block bookings of the same time for four weeks, after which time a new booking must be made. This is to ensure everyone can access the room at a time that suits them and no one is disadvantaged.

Each hour long slot that is available will be coloured green to allow time for cleaning after usage. We hope to extend opening times beyond those available in due course.

Day	Time									
Monday		10.00		12.00		2.00		4.00		6.00
Tuesday		10.00		12.00		2.00		4.00		6.00
Wednesday		10.00		12.00		2.00		4.00		6.00
Thursday		10.00		12.00		2.00		4.00		6.00
Friday		10.00		12.00		2.00		4.00		6.00
Saturday		10.00	11.00	12.00		2.00		4.00		6.00

If you wish to make a comment or a complaint you can do so by texting, emailing or private messaging via our facebook page or group Whatsapp.

How to gain access

When you book your preferred slot you will be met at the room and given a fob that allow you access. You can only reserve your slot for 4 weeks at a time. Simply swipe the fob over the sensor and the door will automatically open. When leaving just pull the door closed and it will lock automatically behind you. Please check the door is fully locked on leaving. The fob will be programmed for your reserved session only, it will not allow you access at other times. When you book again the fob will be reprogrammed for your new time. If you lose your fob you will be asked to pay for its replacement.



Parental responsibility

On arrival we ask that children remove their shoes so that there is less possibility of contamination of the ball pool.

If you notice that equipment is missing or damaged on your arrival please report this immediately to the committee, so that we can trace its whereabouts or have it repaired.

If your child/children damage any of the equipment it is your responsibility to report this to the Rathfriland Regeneration and you may be asked to pay for it's replacement. If anything gets broken we should be able to check with the previous user.

Please ensure your child does not knowingly or inadvertently remove any of the equipment from the room, the resources are there for everyone to enjoy.

We expect parents to ensure that food is not being eaten while using the room so as to prevent any bacteria or mould accumulating.

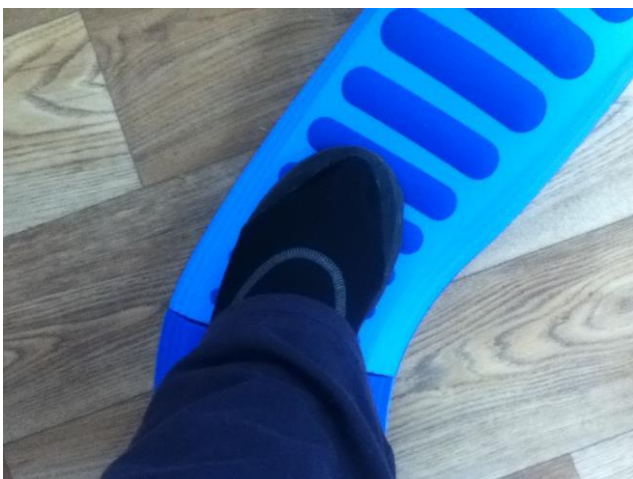
This facility is designed as a safe space for you and your child/children to play together. Please encourage them to look after the equipment and refrain from throwing things that could hurt themselves or others in the room.



Musical Instruments for auditory senses



Silly Shapes for textured stepping stones



Wiggly path to promote balance & coordination



Fibre optic tails for visual stimulation

Induction Checklist

Action	Completed
Gaining access	
How to switch on features	
Notices displayed	
Engagement	
Additional Equipment	
Toilet & changing facilities	
Steps hazard identified	
Disposal of waste	
Cleaning materials in the event of spillage	
First Aid Kit	
Smoke free & Alcohol free space	
Emergency contact numbers	
How to report an incident or make a complaint	
Positive feedback is most welcome	
Emergency evacuation procedures	
How to use the fire extinguisher	
Collect belongings	
Tidy up toys and lights	
Wipe clean items used	
How to switch off all features	
Securing the premises after use	
Comments/questions	
Raise awareness/PR	
Membership form submitted	

Signed _____ (Parent)

Signed _____ (Committee Member)

Date _____

Bring this booklet with you at induction for signing off.

Supervision

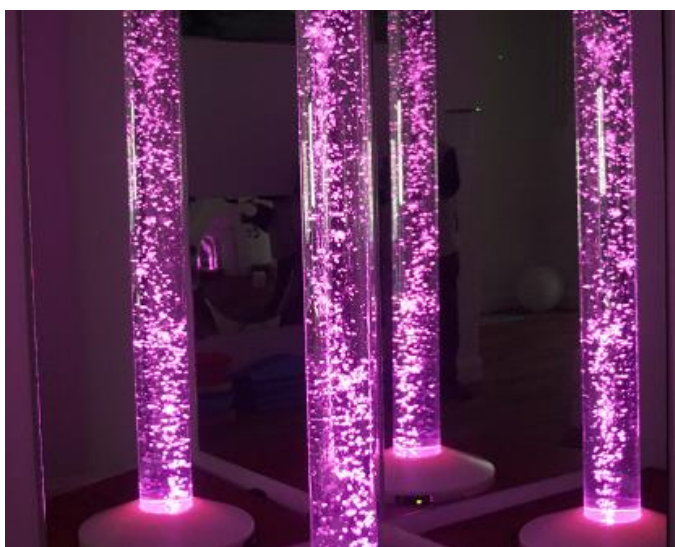
It is the responsibility of the parent/guardian to look after the child/children and not leave them unsupervised. Rathfriland Regeneration do not accept any responsibility for the misuse of equipment in the sensory room. This facility is not staffed but a resource for families to use themselves.

We have installed latches at the top of both doors as added security in the event that your child might attempt to leave the room. This will prevent the doors from opening.

Parents and guardians are expected to make a reasonable judgement regarding the appropriate play equipment to suit their child's needs and ability. We hope that the equipment will enable both parent and child to play and have fun together. When using toilet facilities please ensure your child is kept a safe distance from the emergency exit steps.



The 8 musical foot notes are stacked in the corner. They can be spread out on the floor and stepped on to make music.



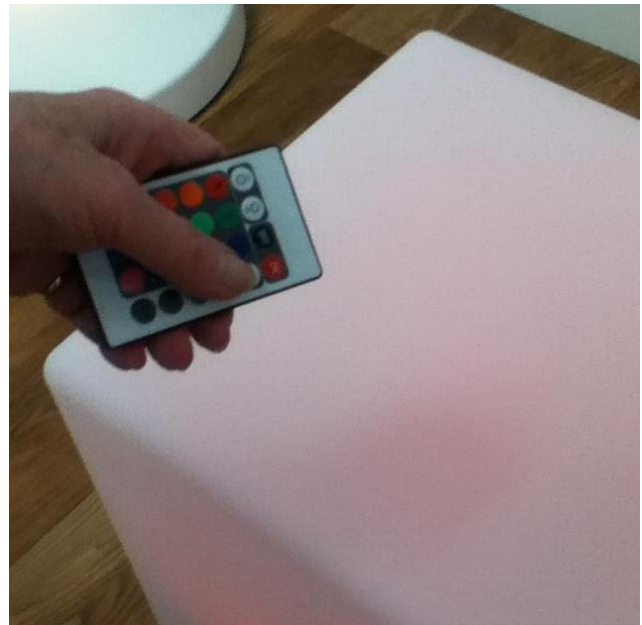
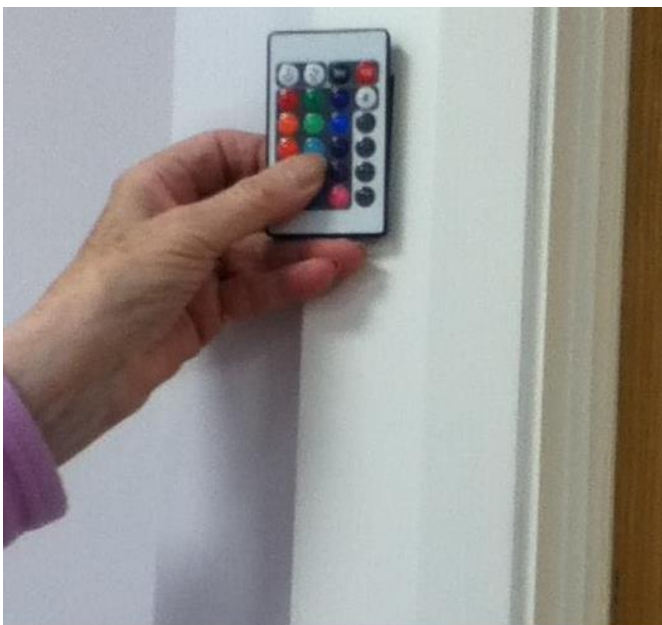
We know how tempting it might be to pole dance around the bubble tube but the base is screwed to the wooden base to keep it secure. Small movements may disconnect the cables underneath.

Safe use of equipment

Some play items are fixed and others are mobile. Fixed lights are located throughout the room, they need to be switched on. Many of the plugs are located above head height for safety reasons.

Some play equipment is soft while others are weighted, please ensure the heavy pieces are not lifted or thrown. We expect your child to test the toys but rough play can result in your child or others getting injured or the equipment becoming damaged. Please do what you can to prevent this.

When toys are not being used please return them to the shelf to avoid them becoming a trip hazard. Too many toys may cause your child to become over stimulated and distressed.



The mood cube remote control is located on the rear door frame. It is labeled on the back. Simply press on and select fade for the colours to changes softly. **Don't forget to switch it off at the end please.**

Cleaning up after your visit

It is important to leave the room in the condition that you found it for the next member. Please return small toy items to the boxes on the window sill and put any rubbish into the bin in the back room. Mop up and wipe any spillages. Wipes and paper towels are located on the shelf in the toilet for this purpose. Please turn off any electrical lighting equipment used at the plug.

Make sure you have gathered up all of your own belongings and check that you have not left anything of a personal nature behind. Used nappies should be disposed of personally. Please do not leave them in the sensory room.

Another user may be arriving at the end of your visit we would be grateful if you prepare for their arrival by tidying up shortly after your session.



Turning off the light features

Each feature has its own on off switch, please ensure these are turned off after use, some have remote controls which are located on the walls nearby. Please replace remote controls after using. There is a master on off switch at the exit that controls most appliances. Please turn it off when leaving as an added security measure.



Securing the facility after use

The emergency exit door at the rear is only to be opened in the event of an emergency. Please ensure the front door is firmly shut closed on departure. We have installed an electronic system and you will be given a fob to access the room. This fob will be programmed to expire after your booked sessions and needs to be returned to a member of the committee for reprogramming.

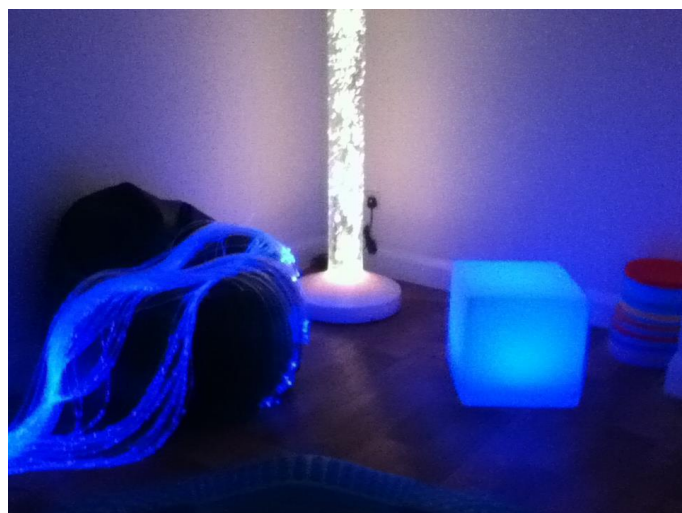


The ball pool, rocking bowl and peanut balls are great for developing skills and provide space for physical movement and exercise.

Please ensure shoes are removed before entering the ball pool.



The fibre optic curtain hangs freely at the dark den doorway for easy access. Window seating allows accompanying adults to see all the activity area clearly. Another beanbag & fibre optic tail is located near the bubble tube.



Rathfriland Regeneration contact details

In the event that you need to contact any member of the Regeneration committee for any reason please use the details below:

Phone: 07706196868

Post or in person: The Community Hub,
25 Church Square, Rathfriland or the
Once Again Charity shop.

rathfrilandregeneration@outlook.com

www.rathfrilandregeneration.org

Facebook: Rathfriland Regeneration

Whatsapp: Rathfriland Sensory Room

Emergency procedures

In case of an emergency, stay calm and ensure your child leaves the building safely, if necessary.

In the event of a fire, please leave by the nearest exit without stopping to collect belongings.

Immediately contact the most appropriate emergency services.

Useful phone numbers in the event of an emergency:

Rathfriland Health Centre:

Dr Wade, Dr Toner & Dr McAlonan: 028 3756 1455

Dr J & E Shannon: 028 3756 1450

Dr Megaw: 028 3756 1445

Nursing Staff: 028 37561449

Ambulance: 999

Fire Service: 999

Police: 999

Please alert the staff in the adjoining premises if the emergency has the potential to affect them.

Contact a member of the Regeneration Committee as to the nature of the emergency so that the building can be made safe. Mobile number: 07706196868

In the case of a accident please complete the Accident/Incident form after you have administered first aid. Accident or incident forms are located in the cupboard next to the toilet beside the first aid box.

Changing and Personal care

A pull down changing table is located in the back hall for your convenience in case you need to change your child's nappy. Please wash your hands after completing this task to prevent the spread of germs.

Please clean and fold the table securely after use.

We do not have sanitary disposal bins and gratefully request that you take away any used nappies home with you. We have provided nappy sacks for this purpose, which can be found on the toilet shelf.

Be assured that you will have complete privacy, although you may be able to see out on to the street no one can see into the room.



Partners

We have established links with a range of agencies and organisations in order to make effective use of this facility. The principals of both local primary schools Iveagh & St Marys as well as the principals of the closest special schools in Banbridge and Newry, Donard & Rathore have been involved in raising awareness about this facility to their respective school communities.

Further PR will be circulated to the local community through these channels and a range of local newspapers.

We have made contact with the Community Childrens' Nursing Team in the Southern Health & Social Care Trust so that they can access the sensory room as part of their care and support package for local children and young people.

We have made contact with staff in the Early Years Children & Family Centre in Newry. We see this facility as an ideal venue to support the Wider Worlds programme where children can enhance their physical, social and emotional development. These interventions can be part of their supported daycare and community pathway service.

We have made contact with staff at the Family Support Hub in Newry and raised awareness of the facility with the locality manager of the children and young peoples' strategic partnership. Through this link a wider practitioner audience can be reached and therefore the potential for more referrals.

We have made contact with the Community Access Teams in Banbridge and Newry so that they can let their support workers know about the facility and encourage its' professional use.

Additional groups for potential collaboration include local mother and toddler groups and the Gateway Clubs in Newry and Banbridge.

Programme of events

We anticipate a regular programme of events to take place that may include directed baby play sessions that will stimulate the development of movement and fine motor skills and support parent and child engagement.

As our partnerships develop we will post further information about structured play programmes supported by professional staff.

Please let us know if you know about new initiatives or programmes that would be suitable for this environment and your child's development.

Cleaning rota

It is the responsibility of those using the Sensory room to clean up after use. Please leave the room as you would expect to find it.

Wipes are available in the rear store for spillages. However deep cleaning will need to take place as and when necessary. This will involve mopping the floor and washing the fibre optic tails and balls from the ball pool. This may require the room to be closed for a period of time to facilitate this.

If you would like to volunteer, or if you know of someone who would like to help with this, please state when you register.

Steering Committee

This group will be made up of people who are passionate about the benefits of the room for their children or grandchildren. It will meet bi-annually to review the space and respond to concerns or suggestions made by those using the room.

Other considerations will be in relation to the purchase/replacement of additional equipment or the extension of opening hours.

This group may also hold fund raising events to facilitate the above and raise awareness about the facility.

If you are keen to be involved in the management of this facility please send your expression of interest to rathfrilandregeneration@outlook.com