

Code of Conduct for Allerton Sensory Rooms

All users must have an accompanying responsible adult or carer who will go free of charge.

The facility is closed bank holidays and two weeks over Christmas and New Year plus additional dates throughout the year.

All areas must be vacated promptly at the end of your session, in order for cleaning before the next user can start their session. Please allow enough time for this and plan your session accordingly.

1. We suggest viewing the facilities of the Sensory Rooms before booking a session, in order to ensure suitability for users. Adults and children are welcome. Viewings can be arranged by telephone or email.
2. If you are late for your session you will be able to finish the time that you had booked for at the full cost, unfortunately due to others waiting for the next session cannot wait for the full time to be completed.
3. Bookings must be paid for prior to session at the premises by card (preferable) or cash.
4. Bookings can be made by telephone or email. Please wait for confirmation. Unfortunately, the session can at times be cancelled by Allerton Sensory Rooms. If this happens as much notice as possible will be given and a refund or alternative session will be provided.
5. This code of conduct must be agreed, completed and returned before your first session. Renewal of this document will be undertaken as required by Allerton Sensory Rooms.
6. It is expected that users will be accompanied by at least one responsible adult
7. Public liability is in place for Allerton Sensory Rooms. Use of the Rooms is at persons' own risk. It is expected that the responsible adult will risk assess the environment and act in a manner that promotes user safety. Please replace any moved floor padding or beanbags at the end of the session.
8. Any accidents must be reported to the duty officer immediately.
9. We understand that there is wear and tear when multiple people are using the facilities however breakages **must** be paid for if we have had no notification of faults with the equipment.
10. Faulty equipment or areas needing to be cleaned must be reported to the duty officer as soon as possible.
11. No pens or other drawing equipment allowed in the rooms.
12. No food, drink or chewing gum is to be consumed in the Sensory Rooms. There is a kitchen area where you can make drinks and eat.
13. Toilets are available, please make sure they are left clean after use.
14. Accompanying adults and users must treat the Sensory Rooms, its resources and staff with respect and abide by any wider rules and regulations. The premises and grounds are no smoking.
15. Do not photograph or video other users and visitors accessing the Rooms.
16. Allerton Sensory Rooms reserve the right to refuse entry to a user or their accompanying adult.