



## **Clubs and Activities Admissions Policy**

It is the policy of Cottage Autism Network that our services are open and available to all individuals and families in our community of members. We are committed to operating open and fair Admission Procedures.

### **Admissions Procedure:**

Each child admitted will have a diagnosis of Autism Spectrum Disorder and/or related co-morbidity. This can include Autism, Asperger Syndrome, Pervasive Developmental Disorder - Not Otherwise Specified and Rett's Disorder. Children waiting for assessment will also be eligible for consideration.

Family members of children who meet the above criteria are eligible for sibling clubs, family days out etc.

Cottage Autism Network aims to provide a safe, inclusive environment for children and young people of all needs and abilities on the spectrum. Occasionally, there will be a minimum/maximum age requirement attached, depending on the nature of the club/activity (which will be decided by CAN Board of Directors and facilitators to facilitate planning) that must be complied with to be eligible for admission.

Parents/guardians seeking to secure a place in a club/group/activity for their child/children must be a member of CAN and present their CAN membership card at sign-in, unless the activity is open to non-members.

Parents/guardians seeking to secure a place in a club/ group/ activity for their child/children may also be asked to complete an application form **in detail**. Relevant information provided is necessary to ensure that enough volunteers can be recruited to support the needs and abilities of members. Information included in an application will not be used in the admission decision process.

The application form must be completed **in detail** and returned to the CAN secretary or nominated board member prior to the closing date stipulated.

CAN volunteers are not authorised to administer medications. In the interest of child safety and protection, children with additional medical needs admission will be treated on a case by case basis. Parents/guardians will be asked to provide up-to-date medical information and GP notes during the decision-making process. In certain circumstances, a parent/guardian trained in medication administration may be required to stay on premises. Individual risk assessments and emergency plans will need to be agreed between parents/guardians and the Board prior to admission.

Admissions will be selected on a first come first served basis following the application closing date. Demand for activities usually exceeds places available. CAN strives to operate a fair admissions policy and endeavours to ensure that admission to clubs is fair and equitable for everyone.

Places in clubs/groups/activities are dependent on the availability of facilitators and volunteers - as such, Cottage Autism Network is always grateful to have suitable individuals referred for volunteering. CAN reserve the right to cancel an activity at short notice in the event of unforeseen circumstances where staffing levels mean that we do not meet the minimum health and safety standards.

All under-18's need to be accompanied by a parent/guardian.

Parents/guardians **must remain** on the premises of the club for the duration of the activity (unless otherwise stated).

## **PHOTOGRAPHY AND FILMING IS STRICTLY PROHIBITED.**

**Suspension of a Club or Camp place Policy:** It is the policy of Cottage Autism Network that our services are open and available to all individuals and families in our

community of members. We are committed to operating open and fair Admission Procedures. However, in order to maintain a safe environment and ensure the welfare of children, volunteers and facilitators, a Code of Behaviour and Anti-Bullying Policy is adhered to. Actions which are in opposition to the Code of Behavior and Anti-Bullying Policy may result in dismissal. **Suspension Procedure:**

- CAN understands that children with Autism Spectrum Disorder and/or related co-morbidities may experience issues relating to communication, socialisation, sensory processing and behaviour management. CAN will make every reasonable effort to accommodate members in camps and activities, with suspension from the club/camp as a last resort to ensure the safety and welfare of members. For this reason, it is essential that parents/guardians include a **detailed** profile of their child's needs and abilities in the application form and include information in each section.
- Parents/guardians who do not include a full disclosure of their child's needs and abilities may risk the suspension of their child's place in a club/camp/activity.
- Incidents/Accidents are recorded relating to behaviours that challenge - parents/guardians will be informed of any serious behaviours that challenge on an ongoing basis.
- In response to any risk to the welfare of a member or other members or to ongoing disruptions to clubs, camps or activities as a result of a behaviour that challenges, parents/guardians will be asked to meet with the facilitator and volunteers in order to form a behaviour support plan.
- A written record of this meeting will be agreed between all involved, signed and retained.
- All reasonable accommodations will be made to support a child who is exhibiting a behaviour that challenges. This will include, but is not limited to, modifications of the environment, support from staff and volunteers, increased opportunities for choice, use of visual supports, physical space, movement breaks, support from parent/guardian/family members or a support worker.

- If all reasonable accommodations have been exhausted and there is still a risk to the welfare and safety of children, a child exhibiting behaviours that challenge may be required to cease their attendance to a club, camp or activity.
- Dismissal from a club, camp or activity will not exclude a child from further clubs, camps and activities.

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