
SENSORY ROOM POLICY



Revised May 2021
Roll No: 20476 O
SCOIL NA MAINISTREACH QUIN DANGAN



Sensory Room Policy

Purpose

The sensory room offers a nurturing, safe, non-threatening and supportive environment. It is used to facilitate empowerment, self-organisation, relaxation, sensory awareness, activity tolerance and general awareness of self, peers and the environment.

The policy applies to all staff and students making use of the sensory room facilities.

Usage

As those accessing the room have differing needs, we recognise that one size does not fit all. Equipment will be used in line with a child's O.T. report recommendations and where this is not provided, we will use the room for relaxation purposes only. S.N.A.s, Support teachers and class teachers will liaise to devise and plan the best use of equipment for the individual child.

Training

It is essential that those promoting the use of the room spend time with a member of staff trained in sensory room procedures, to understand and experience the use of the equipment and learn how to use each piece of equipment. There should be initial training for all staff using the room to ensure they fully understand the impact the equipment can have and the potential uses of each piece.

Access

Permission slips must be completed by parent / guardian if they wish for their child to have access to the room.

Identified students should have sensory time built into their individual timetable. These are subject to change.

No more than 2 students should access the sensory room at any time.

Under no circumstances should students be left alone in the sensory room at any time.

A monitoring system will be in place to ensure that the sensory room is not abused or over used.

Management of Equipment

In conjunction with the school's Safety Statement:

- Electrical equipment is checked on a weekly basis (SNA responsibility)
- Equipment is kept clean and checked on a daily basis (SNA responsibility)
- The room and its equipment is checked on a weekly basis for damage or faults (SNA responsibility)
- Damaged equipment is removed and repaired or replaced as soon as possible (SNA team to notify Ms Phillips)

At the end of each session floor items should be replaced back in the storage box provided and the room returned to its original state.

Child Protection:

Where staff are working 1:1 with students, they should not be lying alongside students and the door of the room will be left ajar.

Parents will have access to the sensory room policy and will give written consent to their child's supervised access of the sensory room.

This policy works in conjunction with:

- Health & Safety Policy
- Safeguarding Children Policy

Implementation and review

This policy will be implemented immediately following ratification by the Board of Management and communication to the Parents' Association. This policy will be reviewed as part of the school evaluation process.

Ratification and Review

This policy was reviewed and ratified by the Board of Management in school year 2019 / 2020.

Date: 12th May 2021.

Signed:  Chairperson, BoM

Scoil Na Mainistreach Quin Dangan

Quin, Co. Clare.

Telephone: 065 6825785
e-mail: quindanganns@gmail.com
Website: www.quindanganns.com
Twitter: @ns_quin



We do our best, we show respect

Appendix 1

Permission Slip (Sensory Room Access)

I give permission for my child to use the school sensory room under the supervision of a member of the school staff. Where staff are working 1:1 with students, the sensory room door will be left ajar.

Name of Child:

Parents Signature:

Date:
