

The Oasis
SENSORY SPACE

Dear Sir/Madam

Thank you for expressing your interest in using *The Oasis* Community Sensory Space at Boyle Family Resource Centre.

Please read The Oasis Community Sensory Space Policy and General Information. Bookings can be made by phoning Boyle Family Resource Centre on 071 966 3000 or emailing info@boylefrc.ie.

Prior to your first visit to the Sensory Space we would strongly advise you to have an induction to the Sensory Space. This can be found on our website – click on ‘services’ and then click ‘Sensory Room’.

During the induction a Boyle Family Resource Centre staff member or volunteer will show you how to enter the building and how to use each piece of sensory equipment to ensure you get maximum benefit from the room.

If you would like to view the facility prior to booking please arrange a time with the Boyle Family Resource Centre on 0719663000 or info@boylefrc.ie.

Kind Regards,

Boyle Family Resource Centre

GENERAL INFORMATION

About the Centre

The Oasis Community Sensory Space is located at the rear of the Boyle Counselling & Psychotherapy Centre (Boyle CPC) Building (F52 W258). Please enter via the side gate of Boyle CPC building . The Sensory Space has an accessible path and ramp to access the room. There are toilet facilities in the space.

Bookings

Bookings for the sensory room can be made through telephone on 071 9663000 or by emailing info@boylefrc.ie.

Preparation and clean up time

Please adhere to the times you have booked. Any set up you might need to do in the room is included in this time. Please use the provided cleaning equipment to wipe down all surfaces/equipment in the room. If you are concerned that your child/client/family member may find it difficult to transition out of the room please use the timers and 'first & then' visuals provided. To help your child/client/family member prepare for using the sensory room please feel free to read and show them the social story provided.

Donations

Our preferred method of payment for donations is by PayPal. This can be done through our website www.boylefrc.ie. Click the 'Donate' button the top right of the home page. This link will bring you to our PayPal. Please reference **SENSORY ROOM** followed by your surname.

Alternatively, you can call us and we can take card payment over the phone on 071 966 3000. Please note, if paying by cash you must visit Boyle Family Resource Centre, Knocknashee, Boyle F52 H74

The Oasis Community Sensory Space Policy

Purpose of The Oasis Sensory Room

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 and the environment. The policy applies to all individuals making use of the sensory room facilities.

Booking

1. Individual use of *The Oasis* sensory room must be booked in advance through Boyle FRC on phone 0719663000 or email info@boylefrc.ie.
2. Room booking is done in 45 minutes slots (eg. 1:00pm – 1:45pm). The room can be booked for multiple slots if available.

Terms of Usage

1. Under no circumstances should children or vulnerable adults be left alone in the sensory room at any time and they must be supervised at all times.
2. The Centre cannot take any responsibility / liability for accidents caused by the use of any materials or equipment that have been brought into the Centre by individuals or groups for their own use.
3. The Centre cannot take any responsibility for items including personal items of individuals left behind.
4. The use of alcohol or any banned substances on the premises is strictly prohibited.
5. All groups using the Centre must comply with the policies and procedures of the organisation including Health and Safety procedures. This requires all groups to document and sign a report on any accident or incident that occurs and the Project Manager must be informed as soon as possible. In the interest of safety, it is the policy of the Centre to ensure that the premises meet with health and safety requirements/standards. Faulty equipment, furniture or materials that are likely to cause a health or safety hazard must be brought to the attention of the management.

Management of Equipment

1. Equipment must be turned off after each use and it is suggested that only one piece of sensory equipment is to be used at a time to ensure the individual is not over stimulated.
2. Damaged equipment is removed and repaired or replaced as soon as possible (Boyle FRC's staff to notify manager)
3. 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.

4. Electrical equipment is checked on a weekly basis (Boyle FRC's staff responsibility)
5. Equipment is kept clean and checked on a daily basis (Boyle FRC's staff responsibility)
6. The room and its equipment are checked on a weekly basis for damage or faults (Boyle FRC's staff responsibility)

Before leaving the premises please ensure that:

1. All materials / equipment brought in and / or used by groups must be removed
2. All lights and electrical equipment are switched off.
3. All windows are properly closed.
4. Nothing is left on the heaters.
5. Toilets and meeting spaces are vacated.
6. All doors are locked if applicable.

[Updated November 2021]