**Sensory Room Policy**

Through using the sensory room as per the specific needs of pupils, Scallywags will enable all pupils to access the curriculum, which will ensure they can reach their full potential.

The sensory room will be used to help stimulate and maintain pupils’ curiosity and enjoyment in their education.

**Aims and objectives of the sensory room**

The sensory room will be used to:

* Create a calming environment where children can learn.
* Stimulate learning.
* Provide an uncluttered and engaging environment where children can develop their sensory and social skills

The sensory room will focus primarily on the following senses:

* Touch
* Vision
* Sound
* Balance

**Curriculum**

While the sensory room will be used primarily for pupils with SEND, Scallywags understands that many children are likely to benefit from its use. As such, the sensory room may be used by all children, as deemed appropriate by the sensory room supervisor and SENCO.

The sensory room will aid keyworkers in delivering a broad and balanced curriculum by:

* Providing a controlled area in which keyworkers can reduce or subdue conflicting sensations to enhance a pupil’s concentration capability.
* Providing a space that aims to cater for the individual needs of all pupils.

**Access**

The sensory room is located within the church (Please see our lone working policy).

Using the record of children who can use the sensory room (permission will be sought from parents), the sensory room supervisor will develop a timetable that ensures the following:

* There is at least one member of staff with each group of pupils in the sensory room
* Pupils are allocated enough time using each piece of equipment so that they can benefit from its use
* The sensory room will be accessible to all, including those in a wheelchair.
* The frequency at which a child attends a sensory room session will be determined on a case by-case basis by the sensory room supervisor and SENCO, if appropriate. Some pupils may require a daily session, whereas others may require less frequent visits.
* The sensory room will be large enough that it is not likely to cause claustrophobic distress to children.
* Where the sensory room is used for one-to-one tuition, the Child Protection and Safeguarding Policy will be always adhered to.
* The sensory room supervisor will conduct a thorough risk assessment in liaison with the SENCO.
* As the sensory room’s use will be adapted depending on pupils’ needs, the risk assessment will be reviewed as and when necessary and updated following any changes to the use of the sensory room, e.g. new equipment.
* All supervising staff will receive annual training from the sensory room supervisor to ensure they understand how to use the sensory room effectively.
* As the sensory room will primarily be used by children with SEND, supervising staff will receive annual training from the SENCO on how to effectively work with pupils with SEND.
* All supervising staff will be familiar with the Special Educational Needs and Disabilities (SEND) Policy and Chapter 5 of the SEN Code of practice.
* If pupils with medical conditions are using the sensory room, supervising staff will be aware of how their conditions may affect their usage of the room.
* The sensory room will not be used as a behaviour management method, e.g. an isolation room.

The sensory room supervisor is responsible for:

* Conducting, in liaison with the Senco, a thorough risk assessment of the sensory room.
* By using the sensory room, the sensory room supervisor will aim to identify and assess children’s needs and provide the appropriate support.
* Assessing how the needs of individual children can be met by using the sensory room.
* Delivering effective training to all staff who supervise the sensory room.
* Ensuring the sensory room is kept clean.
* Conducting visual electrical inspections in the sensory room, to ensure electrical equipment is safe.
* Establishing the access arrangements to the sensory room, including how long the sessions will last.
* Ensuring all equipment is fit for use and removing anything that is not.
* Liaising with the SENCO where necessary.
* Ensuring parental permission has been sought prior to use
* Communicating with parents on how Scallywags believes the sensory room can be used to benefit their child.
* Ensuring the room is clean and safe following each session.
* At the start of each day, checks all equipment to ensure it is safe to use. If faulty or damaged equipment is found, it is removed immediately, and the sensory room supervisor is responsible for getting it repaired or replacing it.

The SENCO is responsible for:

* Working with the sensory room supervisor on Identifying pupils who may benefit from spending time in the sensory room
* Liaising with the sensory room supervisor and keyworkers where necessary.
* Determining the frequency at which a pupil is permitted to access the sensory room.
* Training staff on how to effectively work with pupils with SEND.

Keyworkers are responsible for:

* Identifying pupils who may benefit from spending time in the sensory room and informing the sensory room supervisor and SENCO
* Assisting with supervising the sensory room following training from the sensory room supervisor.
* Ensuring the sensory room is left tidy when they finish their supervision duties.
* Promoting positive behaviour when children are using the sensory room.
* Ensuring children are safe when they are supervising the sensory room.

Signed on behalf of the pre-school Chris Jones

Adopted 08.11.24

Reviewed 05.08.25