

Brookhurst Primary School



Sensory Room Policy

Date policy last reviewed: November 2024

Next Review: November 2025

Contents:

Statement of intent

1. Legal framework
2. Roles and responsibilities
3. Aims and objectives of the sensory room
4. Curriculum
5. Access
6. Risk management
7. Principles of use
8. Monitoring and review

Statement of intent

Brookhurst Primary School understands that all pupils learn differently, and we endeavour to cater for these differences – that's why we have established a sensory room to help ensure our curriculum is accessible to all our pupils. In the sensory room, pupils are provided with a safe and engaging space in which they can develop their sensory skills.

By adhering to this policy, we will aim to ensure the continuous development of our curriculum offering, so that all pupils have equal opportunities to learn in a stimulating and supportive learning environment.

1. Legal framework

This policy has due regard to all relevant legislation and statutory guidance including, but not limited to, the following:

- DfE (2015) 'Special educational needs and disability code of practice: 0 to 15 years'
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2023) 'Keeping children safe in education 2023'
- DfE (2023) 'Working Together to Safeguard Children'
- DfE (2018) 'Mental health and wellbeing provision in schools'
- Equality Act 2010
- The Equality Act 2010 (Disability) Regulations 2010

This policy operates in conjunction with the following school policies:

- Special Educational Needs and Disabilities (SEND) Policy
- Supporting Pupils with Medical Conditions Policy
- Child Protection Policy
- Inclusion Policy
- Health and Safety Policy
- Complaints Procedure
- Behaviour and Anti-Bullying Policy

2. Roles and responsibilities

The governing board is responsible for:

- Monitoring the overall implementation of this policy.
- Ensuring that all staff have received training to deliver lessons in the sensory room.
- Ensuring the school offers equal opportunities for all.

The headteacher is responsible for:

- Establishing how the sensory room links with the curriculum.
- Conducting, in liaison with the SENCO a thorough risk assessment of the sensory room.
- The day-to-day implementation of this policy.
- Ensuring the sensory room is safe and complies with all health and safety requirements, in line with the Health and Safety Policy.

The SENCO is responsible for:

- Conducting, in liaison with the headteacher, a thorough risk assessment of the sensory room.
- Assessing how the needs of individual pupils can be met by using the sensory room.
- Delivering effective training on an annual basis 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 parents to ensure pupils utilise the sensory room in a way that is beneficial to individual pupils.
- Communicating with parents on how the school believes the sensory room can be used to benefit their child.
- Identifying pupils who may benefit from spending time in the sensory room and informing the SENCO.
- Liaising with the SENCO and teachers where necessary.
- Communicating with parents on use of the sensory room.
- Determining the frequency at which a pupil is permitted to access the sensory room.
- Training teaching staff on how to effectively work with pupils with SEND.

Teachers are responsible for:

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

Parents are responsible for:

- Liaising with the SENCO to ensure their children are utilising the sensory room effectively.

Pupils are responsible for:

- Behaving appropriately when using the sensory room.
- Respecting the equipment in the sensory room and not causing damage to any resources.
- Listening to the SENCO at all times.
- Providing feedback to the SENCO so that the school can continue to develop its usage and effectiveness.

3. Aims and objectives of the sensory room

The sensory room will be used to:

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

Through using the sensory room as per the specific needs of pupils, the school 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.

By using the sensory room, the SENCO will aim to identify and assess pupils' needs and provide the appropriate support.

The SENCO will ensure pupils and their parents are consulted during the delivery of the sensory room, to ensure the offering is effective and beneficial to the pupil.

The sensory room will focus primarily on the following senses:

- Touch
- Vision
- Sound
- Balance

4. Curriculum

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

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

- Helping to provide speech and language therapy.
- Providing a controlled area in which teachers 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.

The following factors will be considered to ensure the sensory room is used effectively for delivering the curriculum:

- Acoustics
- Lighting
- Temperature
- Seating and space
- Curriculum content will be meaningful
- The skills that are being built upon

5. Access

The sensory room is located in Blossom Corner.

The SENCO will ensure the following:

- The sensory room is utilised by no more than one pupil at a time
- There is at least one members of staff with each group of pupils in the sensory room
- The sensory room is used in no more than 10-minute slots

- 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 wheelchairs, e.g. not located up a flight of stairs.

The frequency at which a pupil attends a sensory room session will be determined on a case-by-case basis by the SENCO and SENCO, if appropriate. Some pupils may require a daily session, whereas others may require more or less frequent visits.

The sensory room will be large enough that it is not likely to cause claustrophobic distress to pupils.

Where the sensory room is used for one-to-one tuition, the Child Protection Policy will be adhered to at all times, e.g. the door will be left open.

Doors will not be locked when the sensory room is in use.

All sessions will be recorded in a log book, which details how pupils responded to the activities. The sensory room's usage will be in accordance with the school's Inclusion Policy.

6. Risk management

The SENCO will conduct a thorough risk assessment in liaison with the headteacher.

As the sensory room's use will be adapted depending on pupils' needs, the risk assessment will be reviewed annually and updated following any changes to the use of the sensory room, e.g. new equipment.

The SENCO will ensure the room is clean and safe following each 10-minute session. The cleaning staff will clean the sensory room every day after pupils have left the school.

The SENCO will conduct daily visual electrical inspections to ensure wires are not a trip hazard and all electrical equipment is being used safely. At the start of each day, the SENCO checks all equipment to ensure it is safe to use. If faulty or damaged equipment is found, it is removed immediately, and the SENCO is responsible for getting it repaired or replacing it.

All supervising staff will receive annual training from the SENCO to ensure they understand how to use the sensory room effectively.

As the sensory room will primarily be used by pupils 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.

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. Staff will act in line with the school's Supporting Pupils with Medical Conditions Policy at all times.

The Child Protection Policy will be adhered to at all times.

7. Principles of use

The sensory room will not be used as a behaviour management method, e.g. an isolation room. All access arrangements, as outlined in the [Access](#) section of this policy, will be adhered to at all times.

Pupils will be permitted to use the items in the sensory room in a way that will benefit their individual needs. In the 10-minute slot, pupils will select the items that they wish to use and for how long, where appropriate.

Teachers will give advice as to where pupils would benefit from spending more time. The supervising staff will ensure that pupils spend enough time at the relevant stations to make sure pupils are benefiting from the activity.

If parents wish to raise complaints, they will follow the protocols in the Complaints Procedure.

Pupils will be informed that, while the sensory room provides an engaging and stimulating place for learning, they are expected to behave in accordance with the school's Behaviour and Anti-Bullying Policy.

8. Monitoring and review

The policy is reviewed on an annual basis by the headteacher, in conjunction with the SENCO.

Any changes made to this policy will be communicated to all members of staff.

The next scheduled review date for this policy is **4th November 2025.**

