



Activities Information Directory 2019

PLEASE RETAIN THIS DIRECTORY FOR YOUR INFORMATION

Hi there! This directory contains information and dates for all Southampton Mencap activities during 2019. Please read through carefully and let us know if you have any questions about the contents of this booklet.

Signing up to Southampton Mencap Activities

1. Look carefully through the dates for the year (split into age groups) and decide which sessions you would like to book.
2. If you were already enrolled in a club during 2019 you do not need to book. If you would like to enrol on a new club, or **book playscheme sessions**, please do so by contacting the office using the following methods:

Email: activities@southamptonmencap.co.uk

Post: Southampton Mencap, 187a Portswood Road, Southampton, SO17 2NF

Phone: 02380 584088 and ask to speak to a member of the Activities Team

3. Wait for confirmation from us which you should receive within two weeks if emailing or posting, or instantly if phoning. If you are already on the Southampton Mencap database and have used our services in the past year then you will automatically be enrolled onto your chosen activity (or put onto the waiting list if spaces are full.) If you have not yet completed an application with us then we will contact you to arrange a convenient time for you to come into the office to complete any necessary information.

Block Booking

Please be aware that although playscheme dates can be booked individually, club dates are booked in 'blocks' which need to be paid in their entirety unless there are exceptional circumstances. You will need to contact the office in advance to discuss any such requests. If you do not wish to pay for a block, you are able to cancel payment provided you give the office notice before the invoice for that particular block has been sent to you. However, please be aware that if you opt to do this, you will not be able to attend any session in that block and you may not automatically be able to re-join future blocks if there is a waiting list. Paying for the block, regardless of whether the member attends, will always guarantee the member's place in subsequent blocks.

Forgetting To Pay Your Invoice

Southampton Mencap understands that life for parents and carers can be busy and demanding, and that sometimes oversights happen. We will always give you a second reminder (with the invoice acting as your first reminder) if you have requested a block or a session which you have not paid for before it is due to begin. In some instances, we may be able to permit you to pay at the beginning of the first session in that particular block, or at the start of the requested playscheme day, but this should be agreed with the office. Our supervisors are not expected to deal with payments and so if you decide to pay outside of office hours, it is important you give the payment in a sealed envelope with the invoice included and your name on the front. Supervisors will not be able to give you change or a receipt outside of office hours.

If payments continue to be missed, we may have to suspend your membership with Southampton Mencap, which means you will not be able to request any further sessions until you have paid any outstanding invoices in full.

It is your responsibility to ensure that the service user does not attend sessions they have not requested. All our supervisors hold up to date registers for individual sessions and will not be able to permit members who are not on these registers to stay at the Activities Centre. If you have changed your mind about a block (ie. you did not request it in the initial booking form but later decide you do wish to book it) then please contact the office as soon as possible and we will be happy to adjust your invoicing.

Cost of Our Activities

All Southampton Mencap activities are currently charged at £2.40 per hour, with the exception of FairPlay Activities (both Saturday clubs and Playschemes) which are charged at £2.50 per hour, and Access2Leisure which is charged at £3 per hour. The amount payable will vary depending on how frequently the activity runs, the length of that particular billing period and how many hours are in a session. These prices are subject to review but Southampton Mencap will always notify members in advance in the event of a price increase and you will have the opportunity to withdraw from activities if you do not consent to the price increase.

Invoicing

By enrolling a member in our activities, you are agreeing to be invoiced in advance of the activity taking place. Invoices will usually be sent one to two weeks before the activity block or playscheme holiday period is due to commence and we would expect payment in advance of the first session in the requested block. If you feel you have received an invoice incorrectly, for example if you had not booked a member in for a block you have been

invoiced for, please contact the office immediately where we will be happy to resolve the situation.

Age Requirements

Please be aware that our clubs and activities have age restrictions placed on them and that you should be aware of this when booking in advance. Age stipulations are given at the top of each activity page in this directory. The office will always try to advise you before the member is due to move up to the next group.

Your Membership

Please refer to our membership policy which you will find at the back of this booklet for further information on Activities membership and invoicing. By booking members onto our activities you are agreeing to abide by the terms of our membership policy.

Playschemes

When booking for playschemes, you will be charged £17.50 for the day provided you book two working days before the first day of the scheme. If you book less than two working days before the first day of the scheme, regardless of the day you are requesting during the holiday period, you will be charged a late fee of £2.00, bringing the cost per day up to £19.50. This is to cover administrative costs and prevent cancellations.

We are pleased to say that we now offer a breakfast club for under-18 playschemes. The breakfast club runs from 8.30am-9.30am at an additional cost of £9. If you require the breakfast club, please let us know at least one working week in advance so we can ensure staffing is available.

We hope you find the information in this directory useful and we look forward to seeing all our members – current and future – enjoying activities at Southampton Mencap in 2019!

ACTIVITIES USER AGREEMENT

Our core belief is that everybody has the right to access play and leisure activities regardless of their need and ability, and that every parent or carer of an individual with additional support needs has the right to peace of mind that members will be cared for and happy when they attend activities at Southampton Mencap.

The following agreement contains important information that we ask all Activities Users to agree to.



Treat other members and staff members with respect, and not pose a physical threat* to them.

Do not cause unnecessary damage to equipment, resources, fixtures and fittings.



Do not take photos or videos of other members on recording devices that you bring to the centre.

Join in with activities to the best of your abilities.



Let a staff member know if you need help.

**Physical threats include, but are not limited to: kicking, punching, biting, slapping, pinching, pulling hair, pushing, inappropriate touching.*

Southampton Mencap understands that members may need extra help and support to achieve these outcomes. As an organisation, you can always expect us to: set clear individual behaviour strategies for each member based on the information you give us; consult parents/carers if these strategies are not working; share incidents in a written format and agree on long-term action plans; liaise with other key professionals in the member's life in order to develop even more effective strategies; keep our staff team's training up to date with regular behaviour strategy interventions.

Checklist – What Carers Need To Know

As a parent or carer of a member enrolled in our Activities, we ask that you read the following checklist which contains important information on the collective responsibility of Southampton Mencap and you as a carer. By enrolling a member in our Activities you are agreeing to the conditions of this checklist and the behaviour agreement on the previous page.

- Keep medical, behavioural and contact information on the enrolled member up to date, either when prompted once a year by Southampton Mencap, or if significant changes occur during this time.
- Read the Behaviour Code of Conduct on the previous page and understand that if a member breaks this code, after reasonable measures have been put in place to prevent this, Southampton Mencap has the right to temporarily or permanently refuse service depending on the severity or reoccurrence of incidents.
- Pay invoices in line with our Payment Policy and understand that if payments are not up to date, service may be refused temporarily or permanently.
- Communicate in good time when services are required or when they need to be cancelled.
- Fill in an evaluation form once a year in order for Southampton Mencap to develop services for members.
- Understand that information will be stored by Southampton Mencap in line with data protection laws and agree to be contacted by Southampton Mencap in the form of email, telephone and post for activities announcements.
- Provide adequate care items for the duration of the activity depending on the personal care needs of the member *eg. nappies, wet wipes, a suitable lunch, sun cream, hats, wet weather clothes, mobility aids etc.*

If you wish to discuss this agreement at any point, please contact the Activities Manager on **02380 584088**.

ACTIVITIES INFORMATION PAGE

All Southampton Mencap clubs and schemes are based at the Mencap Centre in Portswood, although the Access2Leisure groups use the centre as an initial meeting point before accessing the wider community. Our Activities Centre was re-developed and expanded in 2014 and we are now able to provide even more opportunities for our members.



Our fully accessible ground floor Activities Centre provides the following features:

- Access for everybody – entrances/exits, accessible toilets, wet room, adjustable kitchen counters/sinks and hoist facilities available
- Safe and secure electronic access in and out of the building
- A fully equipped lounge with wide screen TV, black-out blinds and DVDs
- A large hall for group activities
- Two kitchens for cooking activities and food preparation
- A large astro-turfed garden with a beautiful summer house
- A lecture room which doubles as a gorgeous café run by our Southampton Mencap apprentices on Wednesday afternoons.
- For older groups, convenient location to access Portswood shops and cafes

We are proud to provide a range of stimulating and fun activities at all of our activities and are always grateful for suggestions and donations from our members and their parents/carers on ways you would like to see our activities develop.

MEET THE TEAM!

Our friendly Activities Team are here to give you a great package of support. When you access Southampton Mencap activities, you join a lively, supportive network, one that is here for you every step of the way.

The Southampton Mencap Supervisors



Liz Curtis

Liz has been a highly valued employee with Southampton Mencap for over 10 years. She has worked with Southampton City College with students with learning disabilities. She is also part of our Day Service team.

Activities Supervised: Adult Gateway, LiveWire25



Chris Gleeson

Chris has been a familiar face at Southampton Mencap for almost ten years and works with our Junior and Teen groups. She works at a Junior School as a learning support assistant during term time.

Activities Supervised: FairPlay Saturday groups



Marc Kibler

Marc is a friendly face to all our members at Southampton Mencap. He has worked with us for a number of years across many of our services, as well as at Southampton City College with students with learning disabilities.

Activities Supervised: LiveWire18, Access2Leisure



Cath Wigham

Cath is a qualified teacher with over 25 years' experience of working in Special Schools as a teacher, Senco and Deputy Head. She has strong knowledge and understanding of members with learning difficulties and those within the Autistic spectrum.

Activities Supervised: FairPlay Holiday Schemes



Sharon Warr

Sharon joined us in 2014, but brings many years of skills and experience to the role of supervisor. She also works at Southampton City College with students with learning disabilities.

Activities Supervised: FairPlay Holiday schemes

Behind The Scenes

Elly Iles – **Activities Manager**

Gail Baker – **Financial Administrator**

AGE GROUP: 5-11

Note: We regret we cannot accommodate any child who has not yet started in Year 1 at school, however we are happy to complete their application a month or two prior to this so the member is ready to begin as soon as they are ready. We would expect children to transition to the 11-17 age group at the same time they transitioned to secondary school after the summer holiday. Sometimes a child may transition earlier or later depending on individual circumstances and only after consultation with the family.

FairPlay Junior Saturday Club - Alternate Saturdays during term time, 9.30am-1.30pm.

At our FairPlay Club, you're in charge! We offer a wide range of activities but you can decide what you would like to do. You can play sports, get creative with arts and crafts, use your imagination to invent new games, read, relax and chill, have fun with interactive media, bake treats in our modern kitchen and more. The most important thing is that you can meet other members your own age and make new friends who you can see on a regular basis.

Block	Dates In This Block	Price For This Block
Spring Term A	Jan 12, Jan 26, Feb 9	£26.40
Spring Term B	Mar 2, Mar 16, Mar 30	£26.40
Summer Term A	Apr 27, May 11	£20.00
Summer Term B	Jun 8, Jun 22, Jul 6	£30.00
Autumn Term A	Sep 14, Sep 28, Oct 12	£30.00
Autumn Term B	Nov 9, Nov 23, Dec 7	£30.00

5-11 Activities continued on the next page...

FairPlay Junior Scheme – *Varying weekdays during school holidays, 9.30am-4.30pm.*

Our FairPlay Scheme runs during school holidays, giving you the opportunity to get out of the house and have some fun! You can choose from indoor and outdoor activities based around a fun new theme each week.

School Holiday	Date	Price
February Half Term	Mon 18th February	£15.40
Easter Holidays	Mon 8 th April	£17.50
	Tues 9 th April	£17.50
	Mon 15 th April	£17.50
	Tues 16 th April	£17.50
May Half Term	Tues 28 th May	£17.50
Summer Holidays	Weds 24 th July	£17.50
	Mon 29 th July	£17.50
	Tues 30 th July	£17.50
	Mon 5 th August	£17.50
	Tues 6 th August	£17.50
	Mon 12 th Aug	£17.50
	Tues 13 th Aug	£17.50
	Mon 19 th Aug	£17.50
	Tues 20 th Aug	£17.50
	Tues 27 th Aug	£17.50
	Weds 28 th Aug	£17.50
October Half Term	Mon 28 th October	£17.50
Christmas Holidays	TBC	

AGE GROUP: 11-17

Note: This age group applies to members over 11 who are attending secondary school. Once the member reaches their 18th birthday they will no longer be able to attend these activities due to OFSTED requirements. However, there are still a range of 18+ activities they may choose from.

FairPlay Teen Saturday Club - Alternate Saturdays during term time, 2.30pm-6.30pm.

At our FairPlay Club, you're in charge! We offer a wide range of activities but you can decide what you would like to do. You can play sports, get creative with arts and crafts, use your imagination to invent new games, read, relax and chill, have fun with interactive media, bake treats in our modern kitchen and more. The most important thing is that you can meet other members your own age and make new friends who you can see on a regular basis.

Block	Dates In This Block	Price For This Block
Spring Term A	Jan 12, Jan 26, Feb 9	£26.40
Spring Term B	Mar 2, Mar 16, Mar 30	£26.40
Summer Term A	Apr 27, May 11	£20.00
Summer Term B	Jun 8, Jun 22, Jul 6	£30.00
Autumn Term A	Sep 14, Sep 28, Oct 12	£30.00
Autumn Term B	Nov 9, Nov 23, Dec 7	£30.00

11-17 Activities continued on the next page...

FairPlay Teen Scheme – *Varying weekdays during school holidays, 9.30am-4.30pm.*

Our FairPlay Scheme runs during school holidays, giving you the opportunity to get out of the house and have some fun! You can choose from indoor and outdoor activities based around a fun new theme each week.

School Holiday	Date	Price
February Half Term	Thurs 21st February	£15.40
Easter Holidays	Weds 10 th April	£17.50
	Thurs 11 th April	£17.50
	Weds 17 th April	£17.50
	Thurs 18 th April	£17.50
May Half Term	Thurs 30 th May	£17.50
Summer Holidays	Thurs 25 th July	£17.50
	Weds 31 st July	£17.50
	Thurs 1 st August	£17.50
	Weds 7 th August	£17.50
	Thurs 8 th August	£17.50
	Weds 14 th August	£17.50
	Thurs 15 th August	£17.50
	Weds 21 st August	£17.50
	Thursday 22 nd August	£17.50
	Thurs 29 th August	£17.50
Friday 30 th August	£17.50	
October Half Term	Thurs 31 st October	17.50
Christmas Holidays	TBC	

AGE GROUP: 18-25

Livewire 18-25 Club – *Alternate Wednesdays during term time and holidays, 6.30pm-9pm.*

A lively social club where you can come and chill with friends, or take part in activities like cookery and art, often themed around current happenings, from religious festivals to disability week – keeping things fresh! And we welcome your theme ideas. You can also go to the pub, ice cream parlour and occasionally bowling. We also meet for special occasions like our Christmas dinner. You can make lots of new friends at Livewire!

Block	Dates In This Block	Price For This Block
A	Jan 9, Jan 23, Feb 6	£16.50
B	Feb 20, Mar 6, Mar 20	£16.50
C	Apr 3, May 1, May 15, May 29,	£24.00
D	Jun 12, Jun 26, Jul 10, Jul 24, Aug 7	£30.00
E	Sep 4, Sep 18, Oct 2, Oct 16	£24.00
F	Oct 30, Nov 13, Nov 27, Dec 11	£24.00

AGE GROUP: 18-40

Access2Leisure Club – One Saturday per month excluding summer holidays, 1.00pm-8pm.
Please note that this club is all about accessing activities in the community and as such members will need to be prepared to travel around Southampton and surrounding areas. Additional money is usually required for public transport, refreshments etc.

Access2Leisure is all about being out and about in the community. As a group you can choose what to do on the day. Previous visits have included Southampton Aviation Museum, Hoglands Park, Tudor House Museum, watching the cruise ships at Southampton Docks and shopping in Southampton city centre.

Block	Dates In This Block	Price For This Block
A	Jan 19, Feb 16	£42.00
B	Mar 23	£21.00
C	Apr 6, May 18	£42.00
D	Jun 29, Jul 13	£42.00
E	Sep 21, Oct 19	£42.00
F	Nov 30, Dec 14	£42.00

AGE GROUP: 25-40

Livewire 25-40 Club – *Alternate Wednesdays during term time and holidays, 6.30pm-9pm.*

A lively social club where you can come and chill with friends, or take part in activities like cookery and art, often themed around current happenings, from religious festivals to disability week – keeping things fresh! And we welcome your theme ideas. You can also go to the pub, ice cream parlour and something bowling. We also meet for special occasions like our Christmas dinner. You can make lots of new friends at Livewire!

Block	Dates In This Block	Price For This Block
A	Jan 16, Jan 30, Feb 13	£16.50
B	Feb 27, Mar 13, Mar 27	£16.50
C	Apr 24, May 8, May 22, Jun 5	£24.00
D	Jun 19, Jul 3, Jul 17, Jul 31, Aug 14	£30.00
E	Sep 11, Sep 25, Oct 9, Oct 23	£24.00
F	Nov 6, Nov 20, Dec 4, Dec 18	£24.00

AGE GROUP: 40+

Adult Gateway Club – *Alternate Saturdays during term time and holidays, 1.30pm-4pm.*

At this busy club, our older members can relax, socialise and participate in activities like cooking, creating, arts and crafts, bingo, using our foot spa, enjoying visits by beauty professionals and going to the ice cream parlour for an indulgent treat.

Block	Dates In This Block	Price For This Block
A	Jan 5, Jan 19, Feb 2	16.50
B	Feb 16, *Feb 23, March 9 March 23	£22
C	*Apr 6**, May 4, May 18	£18.00
D	Jun 1, Jun 15, Jun 29, Jul 13, Jul 27**	£30.00
E	Aug 17**, Sep 7, Sep 21, Oct 5	£24.00
F	Oct 19, Nov 2, Nov 16, Nov 30, Dec 14**	£30.00

Please note: Due to scheduling conflicts, Adult Gateway does not always follow a set pattern when it comes to alternating weeks. We try to make up any missed weeks where possible by running additional sessions. It is important you carefully check the dates above so that members do not attempt to access the centre when the club is not running. If a date is marked with a * to the left of it, this indicates that the date is the second consecutive week Adult Gateway is running. If a date is marked with a ** to the right of it, this means there is a longer gap than usual until the next session.

Southampton Mencap Membership Policy

Rationale

To identify a clear process and guidelines for accessing Mencap Social Activities

1. Priority will be given to applicants with a learning disability. This may be associated with other special educational needs and disabilities.
2. Children, young people or adults living in the City of Southampton and who are residing with their family carers will also be given priority.
3. When a current member's living arrangements change, for example, they move away from home, we will do our best to ensure that this does not affect their rights to continue with their membership.
4. Members must meet the age criteria of individual activities. When a member is coming up to the upper age limit for an activity they will be given at least 4 weeks' notice in advance of the expiry date of their membership. Arrangements will be made for members to visit another age appropriate club so they can decide with their parents/carers if this is suitable and something they wish to join.
5. On completion of the Service Application Form applicants will be kept on the waiting list until a place becomes available and will be given priority in line with the terms of this policy. It is unlikely that a time indication can be given for this.
6. Members must respect the code of conduct set by the club or scheme attended. Failure to comply may lead to exclusion.
7. Group support from trained support staff will be available during sessions, with staff ratios determined by the needs of the group. It is unlikely that one to one support will be made available to members with higher needs unless pre-agreed arrangements are in place. This will be determined by a full care plan and risk assessment prior to starting the activity and this will be updated on a regular basis.
8. All new members will be entitled to an introductory taster session. There will be no charge for this session as this will be used to determine whether the activity is appropriate and that the member wishes to join. Carers will be expected to stay as full details for the member will not be taken until the decision has been made to join.

9. All booked sessions must be paid for regardless of whether the member attends or not and invoices must be paid for in full and in advance within the specified time.
10. If payment is not received on time, a follow-up letter will be sent giving final notice for payment. If payment is not received within two weeks of this final notice, the member's place will be reviewed by the Activities Manager.
11. Members' attendance will be tracked regularly and where this has not taken place for a period of 4 weeks or more without notification or satisfactory reason, the place will be offered to the next person on the waiting list.
12. Where notified in advance a place may be held open for a member who is unable to attend for an extended period, on receipt of the payment due. In exceptional circumstances the place may be frozen for an agreed period of time.
13. In the event of a member deciding they no longer wish to access an activity, the required notice period will be at least one week before the first date on the next invoiced sessions. Where notice is given after the invoice has been dispatched payment will be required for all sessions unless there are exceptional circumstances.
14. It is essential that Southampton Mencap is informed of any changes regarding living arrangements, telephone numbers, including emergency contacts, and medication. This should be given either to the Club Supervisor, who will inform the Activities Manager, or notified directly to the Mencap office. An annual update of information held will also take place.
15. Parent/carers must be contactable in an emergency during sessions and must notify the supervisor or the Activities Manager of any changes to usual drop-off/collection arrangements.
16. It is the member or parent/carer responsibility to arrange appropriate transport to ensure that members arrive and depart in line with set opening hours. If early drop offs and/or late pick ups become persistent, Southampton Mencap reserves the right to take appropriate action and where there are genuine concerns will take action in line with its Child Protection or Vulnerable Adults Policies.