



Criteria - All bus enquiries must adhere to the following stipulations

- Complete the Sensory Audit to establish need for sensory intervention. If so, pertinent sensory goals should then be planned and recorded for each child, to then work on during future bus sessions. These goals should be shared and explained to all staff, participating in the sessions. (If there are any issues completing the sensory information, schools can contact Sensory bus OT for advice via info@aoifessensorybus.org.uk)
- Adhere to all the points below and agree to the disclaimer.

Health & Safety

It is the responsibility of the person who is using Aoife's Sensory Bus to ensure that all possible steps are taken to avoid injury or damage. Please ensure that the following Safety Instructions are followed:

- On the initial bus visit, staff who intend to be using the bus with children must familiarise themselves with the equipment and where appropriate, watch user videos on our website. <https://www.aoifessensorybus.org>
- Staff must have completed the sensory audit and established there is a need of the sensory bus.
- The Sensory Box is adult led only and used in conjunction with sensory goals. This is not a toy box and only a few items should be removed at any one time.
- No food or drinks or chewing gum to be allowed on or near any of the equipment, this will avoid choking and mess.
- All shoes MUST be removed before using the Sensory equipment. No face paints on or near the Sensory Bus equipment. (These can create staining on the vinyl).
- No smoking in or within 20 metres of the open door of the Sensory Bus.
- A responsible Adult (over 18 years old) must supervise at all times. Aoife's Sensory Bus accepts no liability for any accidents or injuries that may occur whilst using the equipment.
- A maximum of 4 young people to use the equipment at any one time, although we recommend 2 for an optimum experience to fulfil your sensory goals.
- Children must not push, collide, fight or behave in a manner likely to injure or cause distress to others.
- No sharp instruments to be allowed on or near the Sensory equipment.
- Please be assured all equipment will be sanitised down between sessions.

General

Session times - We recommend a maximum of 20 minutes for a session time. Please be mindful of the times you have been allocated and ensure your departure is punctual to allow the next sessions to run on time.

Any damage to the equipment must be reported to Aoife's Sensory Bus representatives as soon as possible.

Aoife's Sensory Bus are covered by Public Liability Insurance, and a copy of this is available on request.

DISCLAIMER

Please note that all persons using our equipment do so at their own risk. The person/organisation using the equipment will be responsible/liable for any damage or injury occurring from or as a result of misuse or reckless use. These guidelines are for the safety of all people using this equipment, and it is the sole responsibility of the user to ensure they are adhered to. Our charity cannot accept any responsibility for any injury caused to anyone using this equipment. As the main booker please ensure all adults using the bus are aware of this disclaimer.

Name of responsible person: _____

Name of School/Establishment: _____

Preferred session: AM PM FULL DAY **Any specific day:** _____

By signing below, you agree to adhere to the above disclaimer and ensure that all adults are aware of their responsibilities.

Signature: _____

Date: _____