



Menphys Saturday Club Members Handbook 2017

Have Fun, Believe, Fly!

Welcome!

Menphys would very much like to welcome you to the Menphys Saturday Clubs. We aim to provide you with a safe, secure and happy environment where you can have fun make friends and have new experiences

Vision Statement

Our ambition is to give as many children and young people as possible throughout Leicester and Leicestershire, the opportunity to attend a club to socialise and have fun whilst developing important life skills, promoting the self-belief that they can achieve.

Mission Statement

Our mission is to deliver a quality club to children and young people from the age of 8-25 years to provide fun and a social space to give equal opportunity to play, develop and achieve whilst building relationships, friendships and the life skills and self-belief necessary to maximise independence in the future.



Our clubs belong to our members and so our door is always open to your thoughts and ideas but equally please do not hesitate to let us know of any concerns or worries that you may have.

The Saturday Clubs

The Spark Club

8-16 years

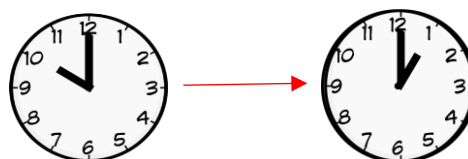


The Fusion Club

16-25 Years



Our clubs run every Saturday morning, term time only, from 10:00 – 1:00



Our Staff

We have a team of experienced, trained and enhanced DBS checked club staff who can support you with:

- A wide range of meaningful and fun activities
- Developing independence skills
- Staying safe
- Toileting and Personal care
- Eating and drinking
- Managing behaviour and emotions
- Communication
- Health needs



We also have volunteers who are there to support you



A place at the club will be subject to a full assessment process by the Menphys Inclusion and Independence Team Leader to ensure that the Child/Young Adult's needs can be met. Admission guidelines apply.

Our Club Venue

Barley Croft Community Centre,
Malham Close,
Leicester,
LE4 0UT



Our Venue Offers:

- A large community room for games, indoor sport, dancing and parties.
- A smaller room for arts and crafts and other quieter activities
- A room offering a quiet space for minimal sensory stimulus if required.
- A garden for outdoor activities and picnic lunches
- A ball court for outdoor sport
- A kitchen for the members to take part in food and drink preparation
- Full accessibility including accessible toilet facilities

Getting Here:



Drive: Free and safe off road parking is available at Barley Croft Primary School adjacent to the Community Centre



Bus: Barley Croft is a five-minute walk from the Leicester City No 74 bus route

Club Subs

Club Subs are £10 per week payable every half term on or before the first Club day.



Ways to Pay:

BACS:

Menphys Ltd Main Account

Nat West Bank

Account Number: 01319752 Sort Code: 56-00-55

Please reference this 'Club' followed by the members First initial and Surname
E.g 'ClubFSmith



Cheque:

Cheque to be made payable to Menphys Limited



On-Line Payment:

Through the Menphys Website

www.menphys.org.uk/about-us/what-we-do/saturday-clubs/



Menphys Saturday Clubs Subs Policy:

The Menphys Saturday Club Subs is to pay for the Club Members place and is payable in advance for each half term. This is a nominal contribution to the running costs of the clubs, which is heavily subsidised by Menphys Ltd.

Unfortunately, subs MUST BE PAID even when the Club member does not attend in order to ensure that the essential Club overheads are covered. This is to ensure that the Clubs continue to be sustainable. We appreciate your cooperation with this.

Please do ask to speak to the Club Leader in confidence if you have any difficulties regarding the payment of subs.

Lunch and Refreshments:

Lunch



Club members are requested to please bring a packed lunch with them.

Drinks



A variety of hot and cold drinks will be available for Club Members and Visitors

Some weeks you will prepare your own lunch together at the club. A message will be sent home the week before so that your parents and carers are aware.

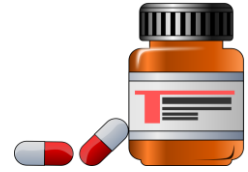


If you have any food allergies or intolerances, please ensure that the Club Leader is made aware!

Medication

Currently we are not able to administer any medication to our Club Members. Please speak to the Club Leader if this is something that you would require.

We would request that Club members do not bring any medication to the Club



Hot Weather

In the Summer Months, please bring:

- Sun cream labelled clearly with your name
- A sun hat



Personal Care

The Club staff can assist you with personal care, but please bring any items which you may need for this to the Club as our staff only keep limited items

Don't forget to bring a change of clothes if you may need them



Bullying

The Menphys Saturday Club does not tolerate bullying in any form. We are developing an anti-bullying policy. In the meantime, if you feel you are being bullied, please speak to a member of staff immediately in complete confidence.

Club Visitors

A parent, carer or Personal Support Assistant may like to accompany you to the club. The Menphys Saturday Club's mission is to support you to become as independent as possible; we would therefore gently encourage any visitors to remain in the comfortable reception areas where they can be available if you should need them. If the choice is for them to remain with you, then as a visitor to the club, we would ask that they follow our code of conduct below.

Menphys Saturday Club Code of Conduct for Visitors

- Personal Support Workers or Assistants are required to wear Identification badges issued by their employing Agency.
- Personal Support Workers or Assistants are required to actively support the Club Member they are accompanying if this is the agreement with the employer, or to remain in the visitor's area.
- Visitors are required to follow the Saturday Club policies and procedures
- Visitors are requested to follow the instructions of the Club Staff at all times to ensure that Health and Safety is maintained.
- Visitors are requested to only support the Club Member they are accompanying and to speak to a member of staff if they feel that another member requires assistance.
- Mobile phones are not to be used within the club areas. Please leave the vicinity if you wish to use one.
- Visitors are asked to respect that the Club Leader is responsible for leading the club and if you have any concerns regarding a Staff or Club Member then to please raise this with her and not directly with the person. This is to ensure the situation can be handled correctly and sensitively.
- Visitors are politely asked to leave the Barley Croft Community Centre site if they wish to smoke.

Thank you with your understanding and cooperation to ensure that our clubs remain safe and happy environments

Contact Information

To inform that a Club Member will be absent, or for any other Club related enquiries or concerns, please text or call:

Club Leader: Charlotte Chapman Tel: 0771 5076 346

Email: Charlotte.chapman@menphys.org.uk

If unable to contact the Club Leader and your enquiry is urgent, or unresolved, please ring:

Inclusion and Independence Team Leader:

Alison Birkin

Tel: 01455 323 020 / 0779 3443 480

Email: Alison.birkin@menphys.org.uk

Working days:

Tuesday – Friday 8:30am – 4:30pm

Complaints

Menphys views complaints as an opportunity to learn and improve for the future, as well as a chance to put things right for the person or organisation that has made the complaint.

If you have a complaint, please follow our complaints procedure on our website www.menphys.org.uk

Menphys SOS, Unit B, Best House, Grange Business Park, Enderby Road, Whetstone, Leicester, LE8 6EP

Tel: 01455 323 020

Email: info@menphys.org.uk

Registered Charity No: 270700

Executive Director: Lyn Edwards