

Femtos Learning Hub

Admissions & Participation Policy

1. Purpose and Nature of the Femtos Learning Hub

Femtos Learning Hub is a **learning environment** designed to provide engaging, practical and hands-on educational experiences.

Our Hub includes science equipment, electrical equipment, art materials, tools, furniture, staging, outdoor areas and other specialist resources used as part of our educational provision.

While our spaces and activities are appropriately managed and risk assessed, the Hub is **not a free-play or soft-play environment**. Children are expected, with appropriate support for their age and individual needs, to engage with the learning activities and follow reasonable instructions, safety boundaries and expectations.

Our aim is to welcome as many children as we reasonably and safely can while ensuring that:

- each child is able to access and benefit meaningfully from the learning experience;
- individual needs can be appropriately supported;
- reasonable adjustments can be considered where required;
- the safety and wellbeing of the individual child, other students, staff and visitors can be maintained; and
- the learning and participation of the wider group are not significantly compromised.

Admission and continued attendance are therefore subject to both **availability and suitability**.

2. Information Required Before Admission

Parents/carers must provide accurate, complete and relevant information about anything that may affect their child's participation, safety, wellbeing or support requirements.

This includes, where relevant:

- special educational needs or disabilities;
- communication needs, including non-verbal or limited communication;
- sensory needs;
- emotional regulation needs;

- behavioural needs;
- medical conditions and allergies;
- mobility or physical support needs;
- known triggers;
- history of leaving supervised areas or attempting to abscond;
- unsafe climbing, hiding or accessing restricted spaces;
- difficulty recognising hazards or understanding safety boundaries;
- difficulty following safety instructions, particularly when dysregulated;
- behaviours involving throwing, breaking or interfering with equipment;
- behaviours which may place the child or another person at risk;
- whether close monitoring is required around electrical, scientific, art or other practical equipment;
- previous incidents where physical intervention has been required to prevent harm;
- whether the child requires substantially greater supervision than would ordinarily be expected for their age; and
- any requirement for one-to-one supervision, support or adult mediation.

Having a special educational need, disability, diagnosis or additional need **does not automatically prevent admission**.

The purpose of requesting this information is not to exclude children because of a diagnosis or additional need. It enables us to understand the individual child, consider appropriate reasonable adjustments and determine whether their needs can safely and reasonably be met within the staffing, environment and educational activities being provided.

Parents/carers must notify us if their child's circumstances, needs or support requirements subsequently change.

Failure to disclose information that is relevant to safe participation may result in participation being reviewed or withdrawn in accordance with our Terms & Conditions.

3. Initial Attendance Where Additional Needs Are Identified

Where a child has identified additional needs which may affect their ability to participate independently, **a parent/carer will normally be required to remain onsite for at least the first hour of their first attendance**.

Depending upon the child's individual needs and their response to the environment, we may extend this observation period or require the parent/carer to remain for the entire session.

This initial period allows us to understand how the child:

- responds to the Hub environment;
- engages with the activities;
- follows instructions and safety boundaries;
- transitions between activities or spaces;
- communicates their needs;
- interacts within a group;
- responds to unfamiliar adults and other students;
- regulates when frustrated, excited or overwhelmed; and
- accesses the educational activities being offered.

Following this period, we may:

- agree that the child can attend independently;
- recommend or introduce reasonable adjustments;
- require continuing parental/carer support;
- agree another settling or observation period; or
- determine that the particular provision cannot safely or reasonably meet the child's needs at that time.

4. Initial Review and Continuing Suitability

Admission should not be interpreted as confirmation that Femtinis Learning Hub can indefinitely meet a child's needs.

A child's initial sessions may be treated as a **settling and assessment period**.

Some needs, behaviours or support requirements may only become apparent once a child attends the Hub and participates in practical or group activities.

Where this occurs, we may review the child's support arrangements with their parent/carer. We may also review arrangements at any later stage if circumstances change or concerns arise.

Admission to one programme or activity does not automatically mean that every Femtinis activity will be appropriate for that child.

Different sessions may involve different:

- equipment;
- environments;
- group sizes;
- levels of independence;
- practical hazards;
- sensory demands; or

- expectations for following safety instructions.

A child may therefore be able to attend one type of session independently while requiring additional support or parental presence for another.

5. Children Requiring One-to-One Support or Monitoring

Femtinis Learning Hub operates primarily as a **group learning provision**.

Our standard session staffing does not constitute dedicated one-to-one support.

Where we reasonably consider that a child requires continuous or substantial individual:

- supervision;
- redirection;
- regulation;
- communication support;
- physical assistance;
- adult mediation; or
- safety monitoring

in order to participate safely and meaningfully, we may require a parent/carer or another appropriate supporting adult agreed with Femtinis to remain onsite.

This requirement may be introduced before admission or following attendance where the child's level of need only becomes apparent once they have begun attending.

Where appropriate, we will discuss concerns and possible reasonable adjustments with the parent/carer.

6. Responsibility Where a Parent/Carer Remains Onsite

6.1 Where Femtinis Requires a Parent/Carer to Remain

Where a parent/carer is **required by Femtinis to remain onsite** specifically to supervise or support their child, they remain responsible for providing that agreed supervision and support.

6.2 Parents/Carers Who Choose to Remain Onsite

Some parents/carers may choose to remain onsite even where Femtinis has not required them to do so.

Where a parent/carer voluntarily chooses to remain onsite, **their presence will ordinarily mean that they retain responsibility for directly supervising their own child while present**, even where the child would otherwise have been permitted to attend independently, unless a Femtinis staff member has explicitly agreed otherwise.

Where a child has been accepted to attend without their parent/carer, the parent/carer is not required to remain and may leave the child in the care of Femtinis staff for the duration of the agreed session.

Parents/carers who choose to remain onsite must not:

- supervise, discipline or intervene with other children, except where immediate action is reasonably necessary to prevent harm;
- interfere with or disrupt the delivery of the session;
- access restricted areas or equipment without permission; or
- behave in a way that compromises the privacy, safeguarding, learning or enjoyment of other children.

We reserve the right to ask a parent/carer who is not required to remain onsite to leave the learning area or Hub where their presence is disrupting the session, affecting another child's participation, creating a safeguarding or privacy concern, or otherwise interfering with the effective delivery of the activity.

6.3 Photography and Recording by Parents/Carers

Parents/carers **must not photograph, video or audio-record other children attending Femtinis activities.**

Where photography or video recording by parents/carers is permitted by Femtinis staff, parents/carers may photograph or record **their own child only**.

Parents/carers must take reasonable care to avoid capturing other children in photographs or recordings, including in the background. Where this cannot reasonably be avoided, photography or recording should not take place.

Being present during drop-off, collection, a session, event or activity does not in itself give permission to photograph or record.

Any exception, including photography or recording involving another child, must be explicitly agreed with Femtinis staff and, where appropriate, the relevant parent/carer.

These requirements apply whether a parent/carer is remaining for the whole session or is present only for drop-off or collection.

6.4 Where Parental Supervision Is Required

Where parental presence is a condition of attendance, **active and appropriate supervision forms part of the child's agreed support arrangements**. Simply being physically present somewhere within the Hub does not constitute supervision.

Parents/carers who are required to supervise their child must:

- maintain appropriate awareness of their child's whereabouts and behaviour;
- remain sufficiently close and available to intervene where necessary;
- respond promptly where their child requires redirection or support;
- ensure their child follows staff instructions and safety boundaries;
- prevent inappropriate access to restricted areas, equipment or materials;
- support regulation or communication where this forms part of the child's identified needs; and
- cooperate with staff where a safety or behavioural concern arises.

Femtos staff are not expected to replace or supplement agreed one-to-one parental supervision because the parent/carer is occupied, working, socialising, using their phone or otherwise unavailable to supervise.

If the required level of supervision is not being provided, we may require the child and parent/carer to leave the session.

Where a parent/carer repeatedly fails to provide the agreed level of supervision, we may determine that we are unable to continue offering the child a place under the existing arrangements.

Femtos staff nevertheless retain responsibility for the appropriate management of the session and premises, and staff instructions concerning safety, safeguarding and the operation of the Hub must be followed at all times.

7. Access to Areas and Equipment

Not every part of the Femtos Learning Hub is a child-accessible area and not every item visible within the Hub is available for children's use.

Children must only access rooms, areas, equipment, materials and resources that have been made available to them as part of the session or where permission has been given by a member of staff.

Children must not:

- enter areas identified as restricted;
- enter staff-only or storage areas without permission;
- climb onto or underneath structures not intended for access;
- interfere with electrical equipment, plugs, sockets, cables or wiring;
- open cupboards, drawers or storage areas without permission;
- use science, art, technical or other specialist equipment without permission;
- remove equipment or materials from designated areas; or
- use equipment in a manner other than that instructed.

The fact that an area can physically be accessed, or that equipment is visible or within reach, does not mean that it is available for children's use.

Instructions from staff concerning restricted areas, equipment or immediate safety must be followed promptly.

8. Behaviour, Regulation and Participation

Children are not expected to be perfectly behaved.

We recognise that children may:

- become excited;
- make mistakes;
- become frustrated;
- become overwhelmed;
- experience dysregulation;
- need movement or sensory breaks; or
- require reminders, support and redirection.

Where appropriate, we will seek to understand the behaviour and support the child.

However, there is a distinction between behaviour that can reasonably be supported within a group learning environment and behaviour that prevents the session from operating safely or effectively.

We may intervene where behaviour:

- repeatedly disregards clear safety instructions;
- involves entering restricted or unsafe areas;
- involves climbing on or underneath structures not intended for access;
- creates a significant risk of injury;
- involves deliberately or repeatedly damaging equipment or property;
- involves aggression or threatening behaviour;

- involves throwing or deliberately misusing equipment or materials;
- persistently prevents other children from learning or participating;
- requires a disproportionate amount of staff attention such that the wider group cannot be appropriately supported; or
- otherwise makes safe or meaningful participation impracticable.

Our response will take account of the circumstances, the child's needs, any reasonable adjustments already in place and the seriousness of the behaviour.

9. Removal From Activities and Early Collection

Where appropriate, a child may temporarily be:

- redirected to another activity;
- given an opportunity to regulate away from an activity;
- asked to take time away from an activity;
- excluded from a particular activity;
- moved away from equipment or an area presenting a risk; or
- removed from the session.

Where behaviour, dysregulation or safety concerns cannot safely or reasonably be managed within the session, parents/carers may be contacted and required to collect their child early.

Parents/carers must therefore remain contactable while their child attends without them and must be able to arrange **prompt collection when requested**.

Where immediate action is necessary to prevent a child harming themselves or another person, staff may physically intervene in accordance with our safeguarding, behaviour and safety procedures.

Where a child is excluded from an activity or required to leave because of behaviour, safety, supervision or participation concerns, **session fees will not normally be refunded, transferred or credited**.

10. Damage to Equipment or Property

Children and accompanying adults are expected to respect the Hub, its equipment and its resources.

Parents/carers may be held financially responsible for damage caused by their child in accordance with the Femtos Learning Hub Terms & Conditions.

Where a parent/carer has specifically been required to remain onsite to provide supervision, and damage or an incident occurs because the agreed supervision was not being provided, this may be taken into account when determining responsibility for the incident and any resulting costs.

Serious or repeated damage may also result in future participation being reviewed.

11. Clothing, Footwear, Phones & Personal Belongings

11.1 Clothing & Footwear

Children should attend dressed appropriately for a **practical learning environment**. Activities may involve science experiments, art materials, outdoor learning, movement and other hands-on activities.

Some areas and activities within the Hub require shoes to be removed. For hygiene reasons, **socks must be worn in shoe-free areas and children should not normally be barefoot onsite**.

During warmer months, we recommend easy-to-remove or slip-on footwear where appropriate. During colder or wetter months, children should bring suitable clean indoor footwear in addition to their outdoor footwear.

For practical activities:

- long hair must be able to be tied back, and children with long hair should bring a suitable hair tie;
- long sleeves must be capable of being securely rolled up where required for practical work;
- children wearing skirts or dresses should wear or bring suitable shorts to wear underneath where activities may involve movement, sitting on the floor or practical work; and
- clothing and footwear should be appropriate for the activities taking place.

Staff may require hair, clothing, jewellery or other items to be secured, adjusted or removed for a particular activity where necessary for safety.

Where clothing or footwear makes it unsafe for a child to participate in a particular activity and this cannot reasonably be resolved, the child may be unable to take part in that activity.

11.2 What Children Should Bring

Children should come appropriately prepared for their day at Femtos.

Depending on the length of the session, programme and activities, children should bring:

- a **refillable drink bottle**;
- a **packed lunch if attending for a full day or remaining over the lunch period**;
- a **jumper or warm layer**, particularly during colder weather;
- a **waterproof jacket/raincoat** where appropriate;
- suitable **outdoor footwear** where appropriate;
- suitable **indoor or slip-on footwear** where required;
- **socks** for shoe-free areas;
- a **hair tie if they have long hair**;
- **shorts to wear underneath a skirt or dress** where appropriate;
- clothing suitable for practical, creative and outdoor learning, including sleeves that can be rolled up where necessary; and
- **any programme, subject or activity-specific items issued or requested by Femtinis.**

Programme or subject-specific items may include, where applicable:

- a Femtinis **lab coat** issued upon enrolment;
- a Femtinis **bag** or other item provided as part of a welcome or enrolment pack;
- subject-specific books, booklets, folders or learning materials;
- equipment or resources previously issued for use during sessions; and
- any additional items communicated in advance for a particular activity.

Where an item has been issued to a child specifically for ongoing use during their Femtinis programme, parents/carers are responsible for ensuring that the child brings it with them when required.

Children should not share safety equipment or personally issued items, such as lab coats, unless directed by a member of staff.

11.3 Mobile Phones & Personal Devices

Children may bring a mobile phone to the Hub; however, **children are not permitted to use mobile phones during their time onsite.**

All mobile phones must be handed to a Femtinis staff member at sign-in. Phones will be labelled with the child's name, stored during the session and returned to the child or parent/carer at sign-out.

Children must not retain or use a mobile phone during sessions, breaks or lunchtime unless specifically authorised by a Femtinis staff member.

If a child needs to contact their parent/carer during the day, they should speak to a member of Femtinis staff. Where appropriate, staff will contact the parent/carer using the **Femtinis office phone.**

Similarly, where a parent/carer needs to contact their child during a session, they should contact Femtinis rather than contacting the child directly on their personal mobile phone.

Other personal connected devices capable of calling, messaging, photographing, recording or accessing the internet, including smartwatches, may be subject to the same restrictions as mobile phones.

Where such a device is being used contrary to these requirements, staff may require it to be handed in and stored until sign-out.

11.4 Personal Belongings

Children should avoid bringing unnecessary personal belongings to the Hub.

Where children choose to bring personal items that have **not been specifically requested or issued by Femtinis**, such as toys, personal stationery, books, games, collectables or other personal belongings, these are brought **at the family's own risk**.

Femtinis cannot accept responsibility for such personal belongings that are lost, misplaced, exchanged, damaged or broken while onsite.

Where possible, all personal belongings should be clearly labelled with the child's name.

Staff may ask for a personal item to be put away or stored until the end of the session where it:

- is distracting the child or other students;
- interferes with participation or learning;
- causes disagreement between children;
- is inappropriate for the activity or environment; or
- creates a safety or safeguarding concern.

Children should not bring valuable or sentimental items to the Hub unless specifically required.

11.5 Femtinis-Issued Items

Items issued by Femtinis as part of a child's enrolment, programme or welcome pack are intended to support their participation and should be looked after appropriately.

Where an issued item is intended to be brought between home and the Hub, parents/carers should ensure that it:

- is clearly identifiable as belonging to their child where appropriate;
- is brought to relevant sessions when required;
- is used for its intended purpose; and
- is kept in reasonable condition.

Where an issued item is lost, forgotten or damaged, this may affect the child's ability to participate fully in an activity.

Where specialist or safety equipment is required for an activity, **participation may be restricted where the required equipment is unavailable and Femtos is unable to provide a suitable alternative.**

12. Food and Lunch

Unless specifically stated as part of the session, **lunch is not normally provided.**

Children attending across the lunch period must bring an appropriate packed lunch.

Packed lunches must be ready to eat and **must not require reheating or microwaving.**

Parents/carers are responsible for ensuring that food provided is appropriate for their child's dietary and medical requirements.

All relevant food allergies and medical dietary requirements must be disclosed to Femtos.

Where a particular session has additional food or allergen requirements, these will be communicated separately where appropriate.

13. Local Offsite Learning

Learning at Femtos is not necessarily confined to the physical Hub.

From time to time, staff may take children on short, supervised local outings connected with their learning, for example to nearby outdoor or community spaces.

By accepting admission under this policy, parents/carers consent to **local supervised outings within the immediate vicinity of the Hub which do not require public or privately arranged transport**, subject to our normal safeguarding and risk-assessment procedures.

Separate information and/or permission will be sought as appropriate where an activity:

- takes place further afield;
- requires public transport;
- requires privately arranged transport; or
- constitutes a planned trip or visit outside the normal local environment.

14. Arrival, Collection & Emergency Contact

14.1 Arrival

Children must **not be brought into or left at the Hub more than 5 minutes before the advertised start time** of their session unless an earlier arrival has been specifically agreed with Femtos.

Parents/carers must ensure that their child is appropriately signed in and must not leave a child onsite before the permitted arrival time.

Femtos does not provide supervision or childcare before the designated arrival period unless this has been explicitly agreed in advance.

Children arriving late should be accompanied to the appropriate sign-in point rather than entering the Hub or joining an activity without staff knowledge.

14.2 Collection

Children should be collected **promptly at the advertised end time** of their session.

A **15-minute grace period** is provided for collection. This grace period is intended to accommodate occasional unavoidable delays and should not be treated as an extension of the session or the normal collection time.

Where a child has not been collected within 15 minutes of their advertised session end time, a **late collection charge of £10 per 15-minute period, or part thereof, will apply.**

For example:

- collection up to 15 minutes after the session ends – no charge;
- 16–30 minutes late – £10;
- 31–45 minutes late – £20;
- 46–60 minutes late – £30.

Parents/carers should allow sufficient time for travel and parking to ensure prompt collection.

Where a parent/carer knows that they are unexpectedly going to be late, they must contact Femtos as soon as possible. **Contacting us does not remove the late collection charge where the 15-minute grace period is exceeded.**

Any late collection charge must be **paid in full before the child is permitted to attend another Femtinis session, workshop, course or activity**. This applies even where future sessions have already been booked and paid for.

Where a child is unable to attend a booked session because an outstanding late collection charge has not been paid, **the booked session will not be refunded, credited, transferred or rescheduled**.

Payment of an outstanding late collection charge does not prevent Femtinis from reviewing attendance arrangements where late collection is repeated or becomes a pattern. Repeated late collection may result in additional conditions being placed upon future attendance or future bookings being declined.

Children must be collected by an authorised adult unless alternative arrangements, including permission for independent departure where age-appropriate, have been explicitly agreed with Femtinis.

14.3 Sign-In and Sign-Out

Children must be appropriately signed in and out in accordance with the Hub's procedures.

Parents/carers must not leave a child onsite without ensuring that a Femtinis staff member is aware of their arrival and has accepted them into the session.

Where mobile phones or other devices have been handed in at sign-in, these will be returned as part of the sign-out process.

14.4 Contact & Emergency Information

Parents/carers are responsible for ensuring that Femtinis has accurate and up-to-date:

- parent/carer contact information;
- emergency contact information;
- relevant medical information; and
- collection arrangements.

Parents/carers must remain contactable while their child attends without them.

If we require a child to be collected because of illness, behaviour, regulation, safety or another significant concern, parents/carers must arrange **prompt collection**.

Where the primary parent/carer cannot be reached, Femtinis may contact the emergency contact(s) provided on the child's registration form.

15. CCTV

CCTV operates within the Femtos Learning Hub for purposes including safety, safeguarding, security and premises management.

CCTV does not replace appropriate staff or parental supervision.

Detailed information concerning CCTV, including how recordings and personal data are handled, is contained within our relevant Privacy/CCTV documentation.

Parents/carers are informed that CCTV operates onsite and acknowledge that they have been directed to the relevant Privacy/CCTV documentation for further information.

16. Respect for the Learning Environment and Community

Children, parents/carers and other accompanying adults are expected to treat:

- other students;
- staff and facilitators;
- visitors;
- equipment;
- learning materials;
- displays;
- furniture;
- the premises;
- animals and plants; and
- indoor and outdoor learning environments

with appropriate respect.

Parents/carers are also expected to follow reasonable instructions given by Hub staff relating to safety, safeguarding, behaviour and operation of the premises.

Behaviour by an accompanying adult which compromises safety, significantly disrupts sessions, or is abusive, threatening or otherwise inappropriate may result in the family being asked to leave and future attendance being reviewed.

17. Review, Suspension or Withdrawal of Attendance

We may review a child's attendance where there are ongoing or significant concerns regarding:

- safety;
- participation;
- behaviour;
- supervision;
- the child's wellbeing;
- the wellbeing or learning of other students;
- damage to property or equipment;
- undisclosed or changing support needs;
- a parent's/carer's ability or willingness to provide agreed support;
- **the conduct of a parent/carer or accompanying adult;** or
- whether we can reasonably provide the level of support required.

Where appropriate, we may discuss additional support arrangements or reasonable adjustments with the parent/carer.

Following a review, we may:

- continue attendance without changes;
- introduce reasonable adjustments;
- require parental/carer presence;
- alter agreed supervision arrangements;
- restrict participation in particular activities;
- agree a further review period;
- suspend attendance; or
- withdraw a place where we reasonably determine that safe and meaningful participation cannot be achieved within our provision.

Our priority in making these decisions will be the safety, wellbeing and ability to participate meaningfully of the individual child alongside our responsibilities to other children, staff and the wider Hub community.

18. Policies and Conditions of Admission

Admission to and continued attendance at Femtos Learning Hub are conditional upon compliance with our applicable policies, procedures and Terms & Conditions.

These include, but are not limited to:

- **Femtos Learning Hub Terms & Conditions**
- **Safeguarding & Child Protection Policy**
- **Behaviour, Wellbeing & Inclusion Policy**

- **Health & Safety Policy**
- **First Aid Policy**
- **Privacy Policy**
- **CCTV/Privacy documentation**
- **Fire Safety and Evacuation procedures**
- **Food Policy**
- any applicable Data Protection policies; and
- any activity-specific safety requirements or guidance communicated by Femtinis.

The current versions of applicable policies are available through the Femtinis website and/or upon request.

Parents/carers are responsible for familiarising themselves with applicable policies and ensuring that they and their child comply with reasonable requirements arising from them.

Parents/carers are provided with access to this policy as part of the registration and admission process. Acceptance of a place and completion of the Femtinis Learning Hub Registration & Admission Form confirms acknowledgement and acceptance of this policy, the Femtinis Learning Hub Terms & Conditions and other applicable policies.