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**SPECIAL NEEDS AND PARENT SUPPORT YORKSHIRE - INFORMATION ABOUT OUR ACTIVITIES**

**Dates** – Every other Saturday in term time in 2017, moving to every week in term time in 2018

**Times** – You would be required on site at Broomfield from 09.00 – 14.00, which includes helping to set up and tidy up afterwards. The families will be booking slots and on site between 09.30 and 13.30.

**Activities** – We ask our families to pre-book a slot for their child with special needs, via our website. A slot at Broomfield will be a 20 minute session either in rebound, the ball pool, or the outside track. SNAPS provides support for, and welcomes the entire family, including siblings. So, in addition to the slot, we provide a range of activities in the Hall – this might be boccia, some form of music based activity, dance and movement and so on. There will always be soft toy play, and arts and crafts, so that most people are catered for. This means that the parents / carers also get a break, and stay and chat with each other, providing further support.

**Structure and support** – SNAPS always has a Manager on the day, to ensure that things go smoothly, and that if there is a problem or a parent has a question, someone with experience is available to help. The Manager will have both a staffing rota and an attendance rota, all on an I-Pad, so that it will be clear who is doing and which family and child is expected and when. All families will have their data and the child’s data entered onto a secure database, which will include all family and medical history, a photograph and approval from a parent for holding private data.

**EMPLOYMENT – WHAT THIS MEANS**

**Hours** - SNAPS will employ you for 5 hours each week on every Saturday that we are open; **Pay** – As agreed, depending on experience  
**Policies** – SNAPS has a full range of employment related policies and procedures, including insurance; **Interview** – Interviews will be in two parts; a formal interview and a site visit to a session at Broomfield  
**Information** – SNAPS will need you to complete an application form before the interview so that we can understand your experience and any particular skills that you have; **DBS** – all SNAPS staff are DBS checked  
**Starting date** – ASAP after an offer is made, dependent on references and DBS Check