

Autism Explorers CIC: Outside of the Box Policy

(Last updated: March 2026)



An Autism Explorers CIC and Mind Matters Collaboration

Autism Explorers CIC: Outside of the Box Policy
(Last updated: March 2026)

Autism Explorers CIC is a community group within Norfolk providing support for children with SEND and their families through; regular provisions and services such as, Sensory Saturday Stay & Plays that are child-led play, inclusive trips, events and workshops.

This policy is directly for Outside of the Box:

The Out of the Box (OOTB) Adult SEN Group provides a safe, welcoming and creative environment for adults with Special Educational Needs (SEN) to socialise, take part in activities and build confidence. The group encourages independence, creativity and social connection while ensuring participants are supported appropriately by their responsible person.

General Information:

Participants are encouraged to take part in the main activity, but participation is optional. Alternative activities will always be available for those who prefer quieter or independent engagement.

Each session will include one main activity (for example, baking chocolate chip cookies). The main activity will change each session. Details of the upcoming main activity will be provided on the booking form and promotional materials.

In addition, there will be optional activities available around the room (for example, board games, colouring, reading, etc.). Participants are welcome to choose the activities that best suit their interests, comfort levels, and needs.

During the session there will be one Autism Explorers CIC team member and one Mind Matters team member present. They will be available to provide support where possible throughout the session. If you need or require any support, please speak to a member of the team.

Bookings & Payments:

It is highly encouraged and advised that all bookings are to be made via the Autism Explorers website; <https://www.autismexplorersnorwich.com/>, however should an individual have difficulties with technology or inability to book for themselves, we allow them to pay in cash upon arrival. This will be authorised by the participant signing and agreeing to the cash payment agreement.

Participation & Fees:

The session fee covers access to the venue, staff support, all available activities, snacks and drinks, etc. As such, the cost of the session remains the same regardless of participation level, and partial refunds will not be issued for choosing not to take part in specific activities. Full payment is required for all bookings.

Responsibility:

If a participant attends the session on their own, they are responsible for themselves.

If a participant arrives with a member of the Mind Matters team (meaning a team member has directly picked them up and brought them to the session), that team member is responsible for the participant from the moment they enter the venue until the moment they leave. This includes responsibility for their behaviour and wellbeing.

If a participant attends with a support worker or carer, the support worker or carer is equally responsible for the participant from the moment they enter the venue until the moment they leave. This includes responsibility for their behaviour and wellbeing.

Environment & Behaviour:

All participants and attendees are expected to contribute towards an inclusive, positive and respectful environment.

The following expectations apply:

- Treat all participants, attendees and team members with respect and kindness.
- Use equipment and materials appropriately.
- Following guidance and instructions from team members where necessary for health & safety.

Where behaviour becomes unsafe or disruptive, the responsible person will be expected to support the participant in regulating or taking a break from the activity.

Emergency Procedures & Evacuation:

In the event of a fire alarm, emergency, or evacuation:

- The responsible person for the participant must guide them safely out of the building.
- The responsible person must ensure the participant has exited the building.
- They must remain with the participant at all times and support them with emotional or sensory regulation if needed.
- The Autism Explorers CIC team member will support once emergency checks and procedures have been followed.

All attendees must follow the venue's evacuation procedures.

Policies and Compliance:

This policy specifically outlines the procedures for Outside of the Box, an adult SEN group. However, this document does not stand alone and should be read in conjunction with all other Autism Explorers CIC policies.

All participants and attendees remain subject to Autism Explorers CIC policies and governing documents.

Including but not limited to:

- Terms and Conditions
- Outside of the Box Policy
- Cancellations and Refunds
- Health and Safety

By booking a session, you agree to comply with both this specific group policy and the overall Terms & Conditions of Autism Explorers CIC. Copies of these full documents are available via our website or upon request.

Changes to our Terms and Conditions & All Other Policies

Autism Explorers CIC reserves the right to change, amend and update our terms and conditions and policies at any time.

The latest versions of all our policies will be available on our website:

<https://www.autismexplorersnorwich.com/> or can be sent via email with written request: helloautismexplorers@gmail.com

By booking and using our services you are agreeing to our terms and conditions.

Last Updated: Saturday 7th March 2026

Contact Information

Email:

helloautismexplorers@gmail.com

Telephone:

07557220309