



Accepting Autism • Skills for Life • Clear Communication

*'Providing high quality, person centred activities based on the use of visual information and structure to promote independence for young people with Autism Spectrum Condition'*

## **A GUIDE TO OUR SERVICES**

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## **1. OUR VALUES**

At Beyond (Beyond ASC Ltd.) we are passionate about providing services that truly benefit young people with Autism Spectrum Condition (ASC). Our services consider the key interests of each young person as well as the unique learning style of people with ASC. As qualified teachers, with over 20 years of experience we are focussed on using the skills we have learnt to develop these young people along with a specialist team of staff.

We follow guidance from the NAS (National Autistic Society) which suggests that all those with ASC are 'individual' and due to their varying needs we implement a range of techniques that are complimentary to each other including elements from; TEACCH, SPELL (Structure, Positive, Empathy, Low Arousal, Links), Social Stories and Comic Strip Conversations which are all supported by the use of visual information and the importance of developing an individual's communication.

*"I think in pictures, words are like a second language to me...when somebody speaks to me, his words are instantly translated into pictures...One of the most profound mysteries of autism has been the remarkable ability of most autistic people to excel at visual spatial skills while performing so poorly at verbal skills". (Grandin, 1995. pg. 19)*

All people with ASC can potentially benefit from the use of visual support regardless of age and ability. It's their opportunity to communicate without complications. The visual supports that we use at Beyond are adaptable, portable and used in most situations. Our aim is to promote the use of visual information to encourage independence, communication and language development as well as build confidence and raise self-esteem.

As with the Daily Life Therapy Approach also known as The Higashi Method our strong belief is that physical exercise supports those with ASC. By combining a highly structured routine as well as daily aerobic exercise a calm and positive environment is provided. Therefore, it is an expectation that all attending Beyond will be able to participate in a range of physical activities.

At Beyond, we provide safe, secure and relaxed environments, offering a wide range of activities to reflect the interests of the young people in our sessions with ASC whilst developing fundamental skills for a happy and fulfilling life.

## **2. ABOUT US**

Beyond ASC Ltd. is currently run by two managers: Carly Lubera and Georgina Gale.

Both of our managers have significant experience of working with those with an ASC and have undertaken professional training including Qualified Teacher Status, TEACCH courses, Pyramid PECS training as well as working with young people with ASC across a wide range of social skills situations.

The managers take an active part in teaching each day, supervising weekly work or community skills and weekly leisure activities with the young people that access Beyond services.

If you have a query or concern please contact one of the managers at Beyond on:  
07554 708733.

All staff have an enhanced DBS checked.

## **3. OUR ORGANISATION**

Beyond ASC Ltd. is run as a private limited company employing skilled staff as needed.

We are registered members of the NAS and Out of School Alliance and work closely with parents and professionals from other services.

We carefully consider the individual needs of each young person that attends our services and aim to provide small, structured days and sessions across all our services.

Although the recommended staff/young person ratio at our sessions is 1 to 4, we often have a higher staffing level to ensure all young people attending have the support and input they need.

All young people attending Beyond services require a completed risk assessment form as part of our initial registration process. This enables us to establish if additional support i.e. 1 to 1 is needed.

## **4. OUR SERVICES**

### **Leisure Skills:**

#### **Leisure Skills Sessions**

Leisure skills sessions are personalised to suit the needs and interests of each young person with ASC. They are based around communication, choice making, developing hobbies and interests and enjoying health and physical activities.

Leisure skills sessions are usually paired or small group activities with similar peers but are also bookable as 1 to 1 sessions depending on the needs of your young person and availability. These are bookable throughout the year and can be morning, afternoon or a full day ***depending on availability.***

Popular activities include arts and crafts, bowling, walking, gym, baking, cinema, shopping, lunch out and visiting places of interest with friends.

The sessions are bookable throughout the year and available for ages 15 to 25 years.

#### **Leisure Skills Group days (Term-Time Only)**

We currently run leisure skills group days for young adults with ASC, typically 1 day a week during ***Term-Time only***. Activities are centred around developing skills in the community. We provide structured support for young adults to learn and develop social skills with peers as well as enjoying a wide range of hobbies and interests. Our leisure skills group days vary each term and may include going to the gym, yoga, exercise groups, arts and crafts, bowling, walks, library visits and reading for leisure, shopping and meals out, trips to the theatre and places of interest.

The leisure skills group days are available for young adults aged from 19 years plus and they are bookable in termly blocks.

#### **Leisure Club Plus (Non-Term-Time & Holidays)**

Leisure club plus is for young people from 15 years plus with ASC. In these sessions we focus on developing skills, sharing interests, developing conversation and building confidence and self-esteem through fun, engaging activities with similar peers. The sessions are bookable in the holidays (non-term-time). It is usually based at Woolton Hill Village Hall and includes themed days such as Bake and Create, Sports Circuits, Sweets and Treats and Pasta Crazy baking days, Spring Time Fun, Disney Games Bonanza, Festive arts and crafts, and a storytelling and drama workshop.

Visual information is provided to support each young person on these activities. Sessions are usually from 10am-3pm on specified days during the holidays with staggered drop off and collection times. These are advertised throughout the year.

### **Super Saturdays (Term - Time Only)**

Beyond run a fun Super Saturday group on occasions throughout the year. This is based within The Town Hall in Newbury, Berkshire or Woolton Hill Village Hall depending on the activity and group size. It typically runs from 10am to 3pm with allocated drop offs and collection times.

We aim to develop social skills, independence and self-esteem and enable young people to fully participate in their choice making.

This is for young adults with ASC aged from 15 years plus. The group provides opportunities for individuals to interact with similar peers and enjoy themed days based around their interests and ideas.

Favourite Super Saturday sessions have included:

- *Yogatastic*- a yoga and relaxation day.
- *Move n Groove*- a fun exercise and dance session.
- *Moviemania'* - a relaxed cinema experience with popcorn and drinks or fish and chip lunch.
- *Karaoke Crazy*- a singing extravaganza.
- *Quiz A Long* – an interactive quiz and games challenge to test knowledge and have fun with friends.
- *Just Dance* - get fit, have fun and take on the challenge with our Nintendo Switch Just Dance game.
- *Pizzamania*- create a delicious pizza and design a pizza box to take it home in to share with family.
- *Sing Along*- warm up vocal activities, learn some group songs and enjoy choosing some songs to sing individually or with a friend on the karaoke machine.

Each session is led by a qualified teacher experienced in working with young people with autism. We implement visual support strategies such as adapted recipes, games cards, dance routines and user friendly I.T information boards.

The group are all involved in evaluating the activities and putting forward their ideas for future Super Saturdays.

### **Individual Programmes of Support**

After an initial consultation and risk assessment, a bespoke programme will be planned with the young person's specific needs in mind.

Visual information and tailored work packs will also be provided as part of these programmes.

Available for young people with ASC aged 15 years plus.

## **Consultancy with Visual Information Packs – for parents / carers and professionals**

We offer a visual consultancy service which suggests strategies, guidance and provides resources for families and professionals supporting young people with ASC.

This includes our visual information packs covering a wide range of environments and situations.

Examples have included:

- schedules for getting ready in the morning
- organising the environment for a young person
- setting up a leisure box to structure activity time
- making choices in a café
- going to work in a garage
- going to the dentist, doctors and hairdressers
- preparing for a family holiday
- preparing to move home
- preparing for a new school
- making a snack at home

Make an appointment with Beyond and we can work with your individual needs to ensure the pack meets your requirements.

## **ASDAN Focus Modules & Work Related Skills for Post 19 Learners**

Beyond run Focus modules from ASDAN which are designed for learners with additional needs. We are registered with ASDAN, and the centre is based at the Town Hall in Newbury, Berkshire. The modules run 3 days a week: currently Monday, Tuesday and Wednesday from 9.30 a.m. to 3.00pm during Term-Time only for 37 weeks a year. They are led by qualified teachers and supported by skilled staff.

The programme comprises of up to 12 modules that can be undertaken separately and built into a profile of achievement. For each module, learners complete activities and gather evidence to demonstrate their progress and skill development in an area. Learning is active, relevant, rewarding and transferable and grows skills for learning, skills for work and skills for life. Each candidate develops a portfolio of work and skills.

Beyond personalise the modules to enable learners to work at their individual pace within a structured framework and we consider the unique learning style and key interests of each young person with autism spectrum condition. Visual support strategies and structured teaching strategies including small steps are used throughout the modules to increase understanding, give confidence and develop independence. An autism friendly environment with reduced visual and auditory stimulation is provided enabling each young person to reach their full potential.

At Beyond we complete the following modules:

Year 1: Getting Started then Numeracy and Communication Introduction,  
Year 2: Communication Progression and Money,  
Year 3: Numeracy Progression and Using Leisure time  
Year 4: Horticulture or Computer Technology  
Year 5: Transport.

## **P.E and Work-Related Skills:**

Alongside the ASDAN Focus Modules a student's timetable may also include:

- **Weekly P.E sessions:** aim to improve stamina, strengthen bones and muscles, work on motor co-ordination, spatial awareness and improve well-being. These include dance routines, yoga and sports circuits.
- **Community Enterprise Project:** students take part in an enterprise project to raise awareness and monies for a chosen charity. They plan, prepare and undertake this themselves with guidance where needed.
- **Work Placement Taster:** provide the opportunity to experience working in the community. These are carefully planned for each individual.

**WorkRight:** From Year 2 students start an ASDAN Workright programme to develop a range of basic transferable employability skills. This is an internally and externally moderated programme with silver and gold moderation and certification options. Workright is divided into four modules and each module has three sections:

Module 1: Health and safety at work

- Health and safety rules
- Emergencies
- Keeping your workspace clean and tidy

Module 2: Responsibilities in the workplace

- Attendance
- Timekeeping
- Appearance

Module 3: Working with others

- Respecting others
- Getting on with people at work
- Working in a team

Module 4: You at work

- Doing jobs at work
- The things you use at work
- Getting help with problems at work

**Assessment:** To monitor progress for our ASDAN Focus Stand-alone modules we use a system that is specifically for SEN called B squared. As we deliver the course for those students who have ASC and 19+ we collate data using the 'The Autism Progress' Profiles as opposed to National Curriculum. These are the 4 areas that Autism Progress monitors, each using a scale ranging from 1-17.

- Communication
- Social Interaction
- Flexibility of Thought
- Emotional Regulation

An in--depth version of the levels, 4 key areas and descriptors can be found online at:

<https://www.bsquared.co.uk/solutions/autismwww.bsquared.co.uk>



### **Community Placement Support:**

We offer skilled support for work placements in the community. This may naturally follow on from a long term work placement previously established with Beyond or could be a new work placement to develop different skills and experiences in the community.

This service is based upon thorough risk assessments of both the young person and the work placement. The young person's skills, abilities and interests are key to a successful placement in the community with carefully planned support to enable individuals to reach their full potential.

Beyond liaise closely with Community Placement Managers & the staff team. We provide visual information at the appropriate level to support the young person in the placement, guidance for the young person where needed i.e. shadowing to complete work skills, support with problem solving and communication, developing self-management skills to further independence.

## **5. GENERAL INFORMATION**

### **Policies and Procedures**

Beyond ASC Ltd. has clearly defined policies and procedures. Key points of the main policies are included in this handbook. Copies of the full policies are kept at the office and are available for all on request.

### **Behaviour (young people)**

Young people and staff have created rules for acceptable behaviour whilst at Beyond. We have a clear Behaviour Management Policy, a copy of which is distributed to all parents and carers. We promote an atmosphere of care, consideration and respect for everyone attending which includes young people, staff and visitors. We encourage appropriate behaviour through rules at each session, praise for good behaviour, emphasis on co-operative learning and sharing, talking to young people with the courtesy that we expect from them and engaging young people in activities.

### **Behaviour (adults)**

We will not tolerate from any person, whether a parent, carer or visitor: bullying, aggressive, confrontational or threatening behaviour or behaviour intended to result in conflict. Our service is a place of safety and security for the young people who attend and the staff who work here, and we reserve the right to ban anyone exhibiting inappropriate behaviour from our premises.

### **Illness**

We are unable to accept young people who are unwell. If they become unwell whilst at an activity, we will contact you and ask you to make arrangements for them to be collected. Please inform the Manager of any infectious illness your young person contracts. See our Illness and Accidents Policy for more details.

### **Accidents and First Aid**

Every precaution is always taken to ensure the safety of young people. At Beyond we are fully insured. Staff have regular training in first aid and a first aid kit is kept on the premises. If your young person has an accident whilst in our care, you will be informed when you collect them. For full details see our protocol for first aid.

### **Medication**

Please let the Manager know if your young person is taking prescribed medicine. If they need to take medicine whilst at an activity you will need to complete a Permission to administer medication form in advance. See our Administering Medication Policy for more details.

### **Complaints Procedure**

If you have any queries, comments or need to discuss any matters concerning your young person, please feel free to speak to the Managers. All written complaints will be acknowledged within 14 working days of receipt and a full written response will be given within 28 days. A full copy of our Complaints Policy is available on request.

## **6. TERMS AND CONDITIONS**

with effect from 31st March 2024

### **Admission**

Beyond Asc Ltd. aims to be accessible to young people and adults with ASC from all sections of our local community.

Admission to our service is organised by the Managers and we use a waiting list system when the need arises.

### **Registration**

All the young people and adults wishing to access our services must complete the initial registration process which includes:

- reading our policies, agreeing to procedures and accepting the terms & conditions
- completing & returning a service user information form
- observation of the young person from Beyond Manager
- completion of all relevant permission forms

Managers from Beyond will want to liaise with other professionals involved with the young person to gather information and complete the initial registration process.

The Managers at Beyond will then evaluate **if** it is a suitable service and liaise with parents/ carers for next steps i.e. – trial sessions.

## **Allocation of places and bookings:**

### **Leisure skills:**

#### **Leisure Skills Sessions**

These are available throughout the year and subject to availability. Dates are available on request.

#### **Leisure Skills Group Days (Term-Time Only)**

These currently run 1 day a week during Term-Time (Thursdays). They are available for young adults wishing to participate in the planned group activities offered on these days. Dates are advertised at the beginning of each term.

\*These are bookable in termly blocks.

#### **Leisure Club Plus**

We advertise dates at the beginning of each term for the next scheduled holiday. We take requests during the booking period and aim to group or pair young people with appropriate peers and activities planned.

\*Where specific 1:1 support is needed, sessions times may differ slightly

#### **Super Saturdays**

We advertise dates at the beginning of each term. These sessions are available for young adults wishing to participate in the planned group activities offered on these days.

#### **ASDAN Focus Modules & Work Related Skills**

Our Focus and work related skills are run on a year by year basis. Places are allocated in the Summer before the new Autumn term begins in September.

Parents /Carers & Beyond along with the funding authority will be required to sign an agreement on an annual basis.

Our initial registration process will still apply before a place is allocated.

#### **Community Placement Support**

Community Placement Support Programmes are run on a year by year agreement.

This will enable us to give focussed support to the young person and establish clear aims for them in the placement.

Initial registration process will apply before a community placement support programme is agreed.

Payment is required monthly.

### **All other Beyond services**

Please ring the office. Managers will look at available dates, discuss times and staffing to book individual programmes to support behaviour and visual consultancy.

### **Changes to days and cancelling your place**

You have **48 hours** from booking confirmation if you need to cancel or change the days that your young person will attend Beyond. If less than 48 hours' notice from confirmation is given, then we cannot give a refund and you will still be charged for the booked session(s). We try to accommodate such changes wherever possible.

This applies to:

- Leisure Club Plus
- Super Saturdays

### **Termly bookings**

We do **not** give refunds for termly bookings as they are booked and planned as a block of sessions and we cannot re-allocate the places once dates have been sent out. If your young person is ill or on holiday, session charges will still apply. A terms notice is required to cancel these sessions.

- Leisure Group Days
- Leisure Skills Sessions
- Individual Programmes of Support
- Community Placement Support

### **Temporary changes**

Please remember that we need to know if your young person will not be attending or will be late to any of the booked activities/ sessions for any reason. If they do not attend a booked session, we will have to treat them as a 'missing person' unless you have notified us of their absence. In cases of illness or emergency when notice cannot be given, please call as soon as you can.

### **Temporary Closure:**

In the unfortunate event of Beyond closing during any of the booked sessions, you will receive a credit which will be applied on your next invoice **unless exclusions apply\***

**Possible reasons for closure** (see our emergency evacuation / closure procedure for more details)

- Serious weather conditions
- Heating system failure
- Burst water pipes
- Fire or bomb scare/explosion
- Pandemic Spread of virus
- PHE / Gov or LEA guidance to close
- Death of a member of staff, immediate family or service user
- Assault on a staff member or service user
- Serious accident or illness involving staff or immediate family

**Exclusions\* - non-refundable**

- *Severe weather conditions/ PHE & Gov or LEA guidance to close / Pandemic Spread of virus / fire / bomb scare / explosion/*
- *When a temporary alternative can be offered by Beyond including home activity packs or pre-recorded sessions.*

**7. PAYMENT OF FEES**

**\*We accept bank transfer & online payment only – March 2024**

**Payments & Invoices**

Invoices are generally sent out monthly. Payments are due within 14 days.

**Late payments procedure:**

1. If payment is not received within 14 days, an automatic reminder will be sent.
  2. If payment is still not received within 48 hours following the reminder – we will contact by phone to follow up with an expected payment date and a late payment fee of £15.00 will be added. If a payment date cannot be issued or resolved, there will be an additional £5.00 per day charged until the invoice is cleared.
  3. Unpaid invoices will result in cancellation of places at the sessions.
- Beyond ASC Ltd. understand that in some exceptional circumstances payments may get overlooked.
  - Please contact us as soon as possible so that we are aware of anything that could affect payments being made on time.

## **8. PLEDGE TO PARENTS, CARERS, LOCAL PROVIDERS**

We value our relationship with parents/carers and local providers and are committed to working in partnership with you to provide top quality activity days / services and care for your young person. We will:

- Welcome you always to discuss our work or have a chat with us.
- Keep you informed of opening times, fees and charges, programmes of activities and any changing procedures.
- Be consistent and reliable to enable you to plan with confidence and peace of mind.
- Share and discuss your young person's achievements, experiences, progress, and friendships.
- Ask your permission for any activity days, planned trips and special events.
- Listen to your views and concerns to ensure that we continue to meet your needs.

## **9. CONTACT INFORMATION**

### **Beyond ASC Ltd.**

The Town Hall  
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The Market Place  
Newbury  
Berks  
RG14 5AA

**Telephone no:** 07554708733

**Website:** [www.beyondasc.co.uk](http://www.beyondasc.co.uk)

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