Seniors Session Arrangements Policy

Drop-off, collection, food and drink, and additional/medical needs

Applies to	Lower Seniors, Middle Seniors and Upper Seniors
Version	October 2026 | Review by October 2027

This policy sets out the practical arrangements for regular OTMYT Seniors sessions. It should be read alongside OTMYT safeguarding, health and safety, privacy and membership policies.

Arrival and registration

- Members may arrive from 9:45am. Please do not drop members off earlier unless OTMYT has specifically agreed an alternative arrangement.
- All members should be at the venue by 10:00am, ready for registration and the start of the session.
- OTMYT responsibility begins once the member has been signed in or otherwise accepted into the session by an OTMYT staff member or authorised adult.

Collection

- Parents/carers should arrive in time for prompt collection at 1:00pm.
- If a parent/carer is unexpectedly delayed, they should contact OTMYT as soon as it is safe to do so using the contact details provided for the relevant session.
- Members will only be permitted to leave independently where OTMYT has received appropriate parent/carer permission.

Parents/carers remaining at the venue

- Parents/carers should not normally remain at the venue during regular sessions unless they have been specifically invited or an arrangement has been agreed in advance.
- This supports OTMYT safeguarding, supervision and venue arrangements. Where a member has an additional need or requires a reasonable adjustment, OTMYT will discuss suitable arrangements with the parent/carer.

Food and drink

- Members should bring sufficient water to remain hydrated throughout the session.
- Snacks and drinks may be available from the OTMYT tuck shop at designated times where the tuck shop is operating.
- Parents/carers must ensure OTMYT is aware of any relevant food allergy, intolerance or medical restriction.

Additional needs, medical conditions and medication

- Parents/carers must provide OTMYT with accurate and up-to-date information about any additional needs, medical conditions, allergies or other matters that may affect a member's safety, welfare or participation.
- Parents/carers remain responsible for informing OTMYT promptly of any change to this information.
- Where medication may need to be taken or administered during a session, this must be discussed with OTMYT in advance wherever possible. Medication should be supplied in its original packaging, clearly labelled for the member, with clear instructions.
- OTMYT will only administer or supervise medication where an appropriate arrangement has been agreed. Emergency medication, such as inhalers or adrenaline auto-injectors, must be readily accessible where required.
- OTMYT will not administer non-prescription medication unless explicit parent/carer permission has been provided and OTMYT has agreed that it is appropriate to do so.

Staffing arrangements

- OTMYT does not guarantee that any particular member of staff, worker, freelancer, tutor, director, practitioner or other individual will deliver any particular session, rehearsal, workshop, production or activity, unless OTMYT has expressly confirmed in writing that a named individual is a material part of the booking. Staffing arrangements may be changed at any time, including at short notice and, where necessary, without prior notice, because of illness, availability, safeguarding, operational requirements or other reasonable circumstances. OTMYT will take reasonable steps to maintain appropriate staffing and supervision arrangements. A change of staffing alone will not normally give rise to a right to cancel or receive a refund.

Cancellation or changes by OTMYT

- If OTMYT cancels a paid session, rehearsal, workshop, event or other activity and does not provide a reasonable replacement or rearranged activity, OTMYT will provide an appropriate refund or credit for the part of the service that has not been provided. Where a cancellation or material change is caused by circumstances beyond OTMYT's reasonable control, OTMYT will not be responsible for indirect or consequential losses such as travel, accommodation or other personal costs. Any refund or credit due for the OTMYT service itself will be dealt with fairly and in accordance with applicable consumer law. OTMYT may offer a replacement date, credit or alternative activity where appropriate, but this does not affect any statutory right to a refund.

Acceptance of this policy

Parent/carer acknowledgement

By accepting or continuing a place in OTMYT Seniors, the parent/carer confirms that they have read this policy and agree to follow the arrangements set out above. Parents/carers must ensure that information supplied to OTMYT remains accurate and current.