POLICY DOCUMENT

The Recharge Club™

Registration and Admission Policy

How Children Are Registered, Assessed and Admitted to The Recharge Club

Document Owner:	Mrs Michaela Cmorej, Director and Designated Safeguarding Lead
Company Name:	NutriDive Ltd
Company Number:	16659858
Trading Name:	The Recharge Club™
Registered Office Address:	39 Coltsfoot Drive, Chorley, PR6 0JP
Designated Safeguarding Lead:	Mrs Michaela Cmorej, Director
Deputy Designated Safeguarding Lead:	Mr Michal Cmorej, Deputy Director
Registration Review Period:	Within seventy-two hours of a completed registration form being submitted
Status:	Mandatory Policy — applicable to all staff and families
Date Adopted:	1st August 2026
Review Frequency:	Annually, and immediately following any related concern or change in statutory guidance
Next Review Due:	Twelve months from the date of adoption
Related Policy:	This policy is read alongside the Terms and Conditions of Booking and the Behaviour Management Policy

1. Policy Statement

The Recharge Club™ operates a clear, fair and thorough registration and admission process for every child, so that a place is offered only where the organisation is confident it can meet that child's needs safely, and so that every family understands exactly what to expect before their child's first session.

> ***The Recharge Club™ never declines a child without a genuine reason, and always explains its decision clearly and sensitively, signposting families towards alternative provision wherever possible.***

2. Purpose and Scope

This policy applies to every family registering a child for the first time, and to every member of staff involved in reviewing a registration or making an admission decision. It should be read alongside the Terms and Conditions of Booking, the Behaviour Management Policy, and the Data Protection Policy and Privacy Notice for Families.

3. Legal and Regulatory Framework

This policy has been written with regard to the following legislation and statutory guidance:

- The Children Act 1989 and the Children Act 2004
- The Equality Act 2010, in ensuring the registration and admission process is fair, accessible and non-discriminatory
- Working Together to Safeguard Children, the statutory guidance on inter-agency working to safeguard and promote the welfare of children
- Guidance issued by the Office for Standards in Education, Children's Services and Skills for providers registered on the Voluntary Childcare Register
- The United Kingdom General Data Protection Regulation and the Data Protection Act 2018, in respect of the information gathered during registration

4. Eligibility

- The Recharge Club™ accepts children and young people aged eight to fifteen, up to their sixteenth birthday
- The Recharge Club™ supports a wide range of special educational needs and disabilities, and does not work from a fixed list of qualifying diagnoses; what matters is whether a child's specific needs can be met safely within the organisation's staffing and operating model
- Every registration is assessed on its own merits, using the same process for every family, regardless of background

5. Step One: Registration

Before a child can attend for the first time, the family completes The Recharge Club™'s online registration form, which takes approximately twenty to thirty minutes and is completed once.

- The form covers the child's diagnosis and medical information, how they communicate, their sensory profile, their behaviour and emotional regulation, their interests and what helps when things are difficult, and who is authorised to bring and collect them
- The form includes a set of safety questions, asked directly, about the child's history in group settings, any physical behaviours, and the family's own view of whether The Recharge Club™ can meet the child's needs

- Families are asked, and agree, to answer these questions honestly and completely. There are no wrong answers: honest information allows The Recharge Club™ to plan properly and keep every child in its care safe, and answering honestly never counts against a family

6. Step Two: Review of Registration

Once a completed registration form is received, it is reviewed carefully within seventy-two hours. This review is separate from, and not to be confused with, the payment timescales set out in the Terms and Conditions of Booking.

- A needs assessment, considering whether the child's needs can be met within The Recharge Club™'s setting and staffing model
- The beginning of the child's Individual Support Plan, built using the information provided at registration, which goes on to guide every aspect of the child's care during a session
- A risk assessment, considering any identified risk factors to the child, to other children in the group, and to staff, and identifying what adjustments or additional support may be needed, in line with the risk categories set out in the Behaviour Management Policy
- A staffing and ratio review, considering whether the child's needs require a closer staff-to-child ratio and how this would be planned for

The Recharge Club™ may contact the family during this period if further information is needed before a decision can be made. Where this happens, the seventy-two hour review period restarts from the point the additional information is received in full.

7. Step Three: Approval and Outcome

The family hears from The Recharge Club™ within seventy-two hours of submitting the registration form, with one of the following outcomes:

Accepted

The Recharge Club™ contacts the family to confirm, and invites them to arrange a free introductory visit before the child's first session, as set out in section eight below. Once registration is approved, the family's booking access is opened and they may reserve the child's first session in line with the Terms and Conditions of Booking.

More Information Needed

The Recharge Club™ contacts the family to discuss the child's needs further before a final decision is made. This is not a refusal, and most enquiries of this kind are resolved through a single further conversation.

Unable to Accept at This Time

The Recharge Club™ explains its decision clearly and sensitively, setting out the specific reason a safe placement cannot currently be offered, and, wherever possible, signposts the family towards alternative provision that may better meet the child's needs. This decision is made jointly by the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead, and is never made by one individual alone, nor made on the basis of a protected characteristic under the Equality Act 2010.

8. Introductory Visits

Following acceptance, families are warmly encouraged, though never required, to arrange a free introductory visit before the child's first full session. An introductory visit gives the child a chance to see the setting, meet the team, and settle in before their first real day, and gives The Recharge Club™ the opportunity to finalise the child's Individual Support Plan together with the family. The Recharge Club™ recognises that not every family is able to

make a visit work, particularly if travelling from further away, and a child's place is in no way affected by a family's decision not to attend one.

9. The Individual Support Plan

The Individual Support Plan begun during registration is finalised, wherever possible, before or during the child's first session, and becomes the living document that guides every aspect of the child's care. It is reviewed at least every six months, or sooner if the child's needs or circumstances change, and the family is a genuine partner in every review, not simply informed of the outcome.

10. Declining or Withdrawing a Place

Very occasionally, a decision may be made that a safe placement cannot be offered or continued, whether at the point of registration or, in rare cases, after a child has already started attending, where the risk assessment set out in the Behaviour Management Policy indicates that a child's needs have come to exceed what The Recharge Club™ can safely support within its operating model.

- This decision is always made jointly by the Designated Safeguarding Lead and the Deputy Designated Safeguarding Lead, in consultation with the family and, where appropriate, the child's wider professional network
- The Recharge Club™ works with the family to explore adjustments before reaching this conclusion, wherever it is safe to do so
- The reason for the decision is explained to the family in writing, and signposting to alternative provision is offered wherever possible
- A decision of this kind is never made on the basis of a protected characteristic, and is never made as a first response to a single difficult session

11. Equality and Fair Admission

Every registration is assessed using the same process and the same criteria, regardless of race, religion or belief, sex, gender identity, sexual orientation, family structure, or any other protected characteristic under the Equality Act 2010, in line with the Equality, Diversity and Inclusion Policy. The only relevant question at every stage is whether The Recharge Club™ can meet a specific child's needs safely.

12. Confidentiality of Registration Information

Information provided at registration, including special category data about a child's health and special educational needs, is held securely and used only for the purposes of assessing and supporting the child's care, in line with the Data Protection Policy and Privacy Notice for Families. It is shared only with staff who need it in order to care for the child safely.

13. Waiting List

Where The Recharge Club™ does not currently have capacity for a child whose registration has otherwise been accepted, the family may be offered a place on the waiting list, and is contacted as soon as a suitable place becomes available, in line with the Terms and Conditions of Booking.

14. Changes to Registered Information

Families agree to notify The Recharge Club™ promptly of any change to the information provided at registration or since confirmed in the child's Individual Support Plan, including a change in diagnosis, medication, behaviour, or authorised collector. Keeping this information current is essential to The Recharge Club™'s ability to continue caring for the child safely.

15. Roles and Responsibilities

Designated Safeguarding Lead	Mrs Michaela Cmorej, Director. Oversees the registration review process, leads the needs and risk assessment, and jointly makes any decision to decline or withdraw a place.
Deputy Designated Safeguarding Lead	Mr Michal Cmorej, Deputy Director. Supports the review process and jointly makes any decision to decline or withdraw a place.

16. Record Keeping

A record is kept of every registration received, the assessment carried out, and the outcome, including the reasons for any decision that a place cannot be offered or continued. These records are retained in line with the Data Protection Policy and Privacy Notice for Families, and are reviewed periodically to ensure the registration and admission process remains fair and consistent.

17. Monitoring, Review and Related Policies

This policy is reviewed at least annually, and immediately following any related concern or change in statutory guidance. This policy should be read alongside the following related policies and documents:

- Terms and Conditions of Booking
- Behaviour Management Policy
- Equality, Diversity and Inclusion Policy
- Data Protection Policy and Privacy Notice for Families
- Individual Support Plan template and guidance

This policy has been approved by the Director of The Recharge Club™ and forms part of the organisation's statutory compliance framework.