



Community Care Tailored Support

EMPOWERING POTENTIAL, INSPIRING SUCCESS

Arts and Crafts Information Pack

Creative activities • Community connection • Choice and enjoyment

\$10 per person

Materials and refreshments included

17 Bagster Rd, Salisbury North SA 5108

About the sessions

Community Care Tailored Support (CCTS) provides relaxed, welcoming arts and crafts sessions for members of the general community, including people with disability, older people, carers, family members and friends.

What we provide

- A welcoming indoor activity space with tables and seating.
- A planned selection of creative activities suitable for different interests and skill levels.
- Standard materials and shared equipment needed for the scheduled activities.
- Friendly guidance and encouragement from the CCTS team.
- Tea, coffee and water, with low-fat, lactose-free and full-cream milk options, plus raw sugar and white sugar.
- Reasonable activity adjustments, subject to the venue, materials and individual needs.
- A trained first aid officer on site during the session.
- An opening safety briefing covering exits, toilets, the assembly point and who to approach for help.

Activities may include

Canvas painting and drawing	Card making and paper crafts
Crochet, embroidery and cross-stitch	Bracelet and simple jewellery making
Puzzles and collaborative projects	Seasonal and themed craft activities

Activity choice

The exact activities offered may change between sessions. Participants are welcome to choose whether to take part in an activity and may ask for help or an alternative where available.

What you may take home

Participants may take home the items they personally create during the session, unless staff clearly advise that an item needs more time to dry, set, cool or be safely completed.

You may take home

- Your completed painting, card, bracelet, stitched item or other personal project.
- Unused materials specifically provided as part of an individual take-home kit.
- Information sheets or instructions given by the session facilitator.
- A partly completed personal project when it can be transported safely.

Items that remain with CCTS or the venue

- Shared tools and equipment, including scissors, needles, crochet hooks, glue guns, brushes and reusable palettes.
- Bulk supplies and materials set aside for future sessions.
- Venue furniture, display items and CCTS property.
- Another participant's artwork or belongings.
- Items staff consider unsafe to transport until they have dried, cooled or been made secure.

Please check before taking extra supplies

If you are unsure whether an item or unused material can be taken home, please ask a CCTS team member. This helps ensure shared supplies remain available for everyone.

Personal belongings

Please label personal equipment and keep valuables with you. CCTS will take reasonable care but cannot accept responsibility for lost, damaged or unattended personal belongings, except where required by law.

Attending the session

Bookings and arrival

- Bookings are recommended because places and materials may be limited.
- Sessions are held at 17 Bagster Rd, Salisbury North SA 5108.
- Please arrive shortly before the advertised starting time for sign-in and the safety briefing.
- Tell staff if you need to leave early so attendance records can be updated.
- Children may only attend when the event advertisement specifically permits it and a responsible adult remains with them.

Cost and inclusions

The standard session fee is **\$10 per person**. Standard activity materials and refreshments are included unless an event notice states otherwise. Refreshments include tea, coffee and water, with low-fat milk, lactose-free milk and full-cream milk, plus raw sugar and white sugar. Any optional premium project or special material will be explained before booking.

Accessibility and individual support

- Contact CCTS before attending to discuss mobility access, communication needs, sensory needs or other reasonable adjustments.
- Participants who need one-to-one personal care, behavioural support, transport supervision or continuous assistance should attend with their usual support person unless another arrangement has been confirmed in writing.
- Support people remain responsible for the direct support needs they normally provide.
- Participation is voluntary. People may take breaks and choose activities that feel comfortable.
- Please advise staff if an accessible toilet or particular access feature is required so the venue arrangements can be confirmed.

Respect, dignity and choice

CCTS supports a welcoming environment free from bullying, harassment, discrimination and intimidation. Everyone's culture, identity, ability, communication style and personal choices must be respected.

Health, safety and first aid

First aid officer on site

A trained first aid officer is present during the session. The first aid kit is kept in a readily accessible location known to staff. If you feel unwell, are injured or notice a hazard, tell a CCTS team member immediately.

In an emergency, staff will call Triple Zero (000). First aid will be provided within the officer's training and consent will be sought wherever practicable. Incidents and first aid provided will be documented in accordance with CCTS procedures.

Please tell us before the session

- Known allergies or anaphylaxis risks, including food, latex, paint, glue or other materials.
- Medical conditions that may affect safe participation.
- Relevant dietary or swallowing requirements if refreshments will be consumed.
- Mobility, communication, sensory or evacuation assistance requirements.
- An emergency contact and any important emergency instructions.

Medication and personal care

- Participants or their support person remain responsible for personal medication and routine personal care unless a separate service arrangement has been formally agreed.
- Medication must remain labelled, secure and under the control of the participant or their support person.
- Emergency medication such as an adrenaline injector or asthma reliever should be immediately available and its location communicated to the first aid officer.
- CCTS staff will not provide clinical advice or administer medication outside their role, training and an authorised support arrangement.

Safe use of craft materials

Follow staff instructions for scissors, needles, adhesives, hot tools and small parts. Some equipment may only be used with direct supervision. Closed footwear is recommended. Food and drinks should be kept away from paints, glues and shared craft materials.

Emergency evacuation plan

At the beginning of each session, staff will identify the nearest safe exit, the alternative exit and the designated outdoor assembly area. Emergency directions given by venue staff, emergency services or the session leader must be followed immediately.

If an alarm sounds or evacuation is directed

1. Stop and listen

Stop the activity, put down tools and listen for instructions. Do not delay to collect belongings.

2. Alert staff

Tell staff immediately if you see smoke, fire, a dangerous spill, threatening behaviour or another urgent hazard.

3. Leave safely

Move calmly to the nearest safe exit. Do not run, push or return to the activity room. Assist another person only when it is safe and within your ability.

4. Go to the assembly area

Proceed directly to the designated outdoor assembly area identified during the opening briefing.

5. Remain for the roll call

Stay with the group while staff check the attendance list. Tell staff if you believe someone is missing.

6. Wait for clearance

Do not re-enter the venue until emergency services, venue management or the CCTS session leader says it is safe.

Staff responsibilities

- Call 000 when required and provide the venue location and known hazard details.
- Take the attendance list when safe to do so and conduct a roll call at the assembly area.
- Support people who have disclosed evacuation assistance needs without placing others at unreasonable risk.
- Check accessible areas only when it is safe and within assigned responsibilities; staff must not re-enter a dangerous building.
- Meet emergency services and report any person who may be unaccounted for.

Important

If clothing catches fire: stop, drop and roll. If smoke is present, stay low and move toward the safest available exit. Always follow emergency service directions.

Venue facilities and practical information

Toilets

The toilets are located **near the main entrance**. Their location will be pointed out during the opening safety briefing. Please ask a staff member if you need directions or assistance. If an accessible toilet is required, contact CCTS before the session so availability can be confirmed.

Entry, exits and assembly area

Venue	17 Bagster Rd, Salisbury North SA 5108
Main entry	Used for normal arrival, sign-in and departure
Toilets	Near the main entrance
Emergency exits	Identified by staff at the opening briefing
Assembly point	Designated outdoor area identified by staff at the opening briefing
First aid	First aid officer and first aid kit available on site

Refreshments provided

Tea, coffee and drinking water are available. Milk options include low-fat milk, lactose-free milk and full-cream milk. Raw sugar and white sugar are also supplied. Please ask staff if you are unsure about ingredients or cross-contact risks.

Refreshment safety and hygiene

- Wash or sanitise hands before eating and after using shared materials.
- Do not share food with another participant without checking allergies and dietary needs.
- Use the bins provided and keep walkways clear of bags, cords and craft materials.
- Tell staff promptly about spills, breakages or damaged equipment.

Venue-specific briefing

Because room arrangements can change, the directions provided by staff on the day take priority. Staff will identify exits, toilets, the first aid contact and the outdoor assembly area before activities begin.

Participation, conduct and safeguarding

Everyone attending is expected to:

- Treat other participants, visitors and staff respectfully.
- Follow reasonable safety instructions and use equipment for its intended purpose.
- Respect personal space, privacy, artwork and belongings.
- Ask permission before photographing or filming another person or their work.
- Use respectful language and avoid threatening, aggressive or disruptive behaviour.
- Tell staff about hazards, injuries, incidents, concerns or inappropriate conduct.
- Follow venue rules, including smoking, alcohol and prohibited-substance requirements.

Photos and promotional material

CCTS will seek consent before using an identifiable person's photograph, video, artwork or comments for promotional purposes. Choosing not to consent will not prevent participation in the session.

Concerns, feedback and complaints

Speak with the session leader if you have a concern or need support. Feedback and complaints will be taken seriously and handled respectfully. Raising a concern will not affect your right to attend or receive CCTS services.

Contact and booking information

Community Care Tailored Support Pty Ltd

Mobile: 0455 605 331

SA office: 08 7081 6901

Email: info@cctsupport.com.au

Website: www.cctsupport.com.au

This information pack provides general session information. Event-specific notices, venue instructions, emergency service directions and agreed individual support plans take priority where applicable.