



# Conductive Education Bristol

## **Conductive Education Bristol**

**Participant Handbook  
2018**

# Contents:

- **General Company Information**
- **Illnesses and Absences**
- **Reports and Documentation**
- **Health and Safety**
- **Cost of Sessions / Supporting Your Organisation**



# General company information:

Conductive Education Bristol (CEBristol) has been running as a CIC since August 2014. We have continued to grow and expand our services during this time. We now offer 5 child / teenager group sessions a week along with additional home visits / sessions and Summer activities.

**CIC#09144234**

## Mission statement:

***Conductive Education Bristol: A positive Pathway to Independence***

***Conductive Education Bristol: Enabling children and adults with motor disorders to lead active and independent lives***

CEBristol is a community not for profit organisation (CIC#9144234). This means all funds raised go directly to funding sessions for yourself or your child. Our running costs include:

- Salaries of Qualified Conductive Education Practitioner (BA(Hons) QCS, PCA registered) and Therapy assistant
- Hire costs of rooms used for sessions
- Insurance (Balens therapists insurance)
- Accountant
- Purchasing specialist equipment

Directors, voluntary IT and fundraising support members do not take a salary or expenses for time spent supporting CEBristol.

# Absences and Illness:

**In the event of you having an appointment or being away on holiday on the day of your session please ensure you give at least a week's notice of your absence.**

**In the event of you being ill and unable to attend the session please give as much notice as possible.**

**Please contact the CEBristol team by one of the methods below:**

- **In person at a previous session**
- **By phone/text: 07864176228**
- **By email: Bristol.conductive.education@gmail.com**

**In the event of you having one of the following illnesses or other contagious illness please do NOT attend sessions for the time stated -**

- **Sickness and diarrhea - Please leave 48 hours after the last bout before attending a session.**
- **Chicken pox - Please do not attend sessions until all of the spots have scabbed over.**
- **Hand foot and mouth - Please do not attend sessions until it has cleared completely**
- **Slap cheek - Please do not attend sessions until it has cleared completely**
- **Tonsillitis - Please do not attend sessions until it has cleared completely**

**It is vital that we follow the advice given to us by the Department of Health and exclude specific contagious conditions to protect the other children and adults in our settings. Illnesses of this nature are very contagious and it is unfair to expose other children and adults to the risk of an infection and many can have a negative effect on the early stages of pregnancy in some cases.**

**Conductive Education Bristol reserve the right to withdraw a place if sessions are missed without notice or good reason.**

## **Reports and Documentation:**

**Upon application for an assessment you will receive an assessment application form in either paper or electronic form.**

**Following your assessment you will receive a written initial assessment report - detailing the assessment and whether we feel CE could be beneficial for you and a placement offer if appropriate.**

**At the beginning of the Autumn term (September) and Spring term (March/April) you will receive a set of aims which will then be evaluated at the end of the term. You will also receive a photo report detailing your child's progress.**

**All of your aims, evaluated aims, reports and photos will be available to you at all times on our online record keeping programme (Participanttracker.com) using the family login option.**

**Link:**

**<https://natt.participanttracker.com/site/familyLogin>**

# Health and Safety

## Child protection

**CEBristol holds a Safeguarding Children Policy and Safeguarding Vulnerable Adults Policy which is reviewed annually and available to be read upon request.**

**Allocated member of staff for safeguarding and child protection concerns:**

**Natalie Walker**

**The allocated member of staff will complete and keep updated their child protection training.**

**We require all staff paid and voluntary to have a clean, upto date, Enhanced DBS check.**

## Moving and handling

**In house moving and handling and risk assessments for staff will be completed with new staff.**

## Risk assessments

- **Daily risk assessment check lists for the rooms and equipment**
- **Risk assessments for each group, programme and activity i.e lunch club, walking activities (assessed termly or following an incident)**
- **Risk assessments for external activities as required**

## **Paediatric and adult first aid**

**Allocated first aider - Natalie Walker**

**All staff are required to complete Paediatric first aid training as recognised by Ofsted.**

## **Photo consent forms**

**Participants / Parents / carers will be asked to fill in and sign a photo / video consent form specifying photo / video use by the organisation. All participant / parental /carer wishes will be abided by.**

## **Opt in consent forms**

**In line with the new GDPR regulations (2018) we now require you to Opt-in to receive Newsletters and additional information about services and activities.**

**You are able to Opt-out at any time by sending an email requesting to be taken off the mailing list to [bristol.conductive.education@gmail.com](mailto:bristol.conductive.education@gmail.com).**

# **Cost of sessions / supporting your organisation:**

## **Group sessions:**

**CEBristol ask for participants to support their service with a weekly donation of £10. (This is a voluntary donation.)**

**Sessions cost us approximately £25 per person to run, with our overall running costs at approximately £2000 per month.**

## **Home / School / Nursery visits / sessions :**

**CEBristol offer one off school / home / nursery visits free of charge. Short reports detailing the visit will also be provided free of charge.**

**Regular visits / sessions are charged at a rate of £15 per hour plus travel expenses.**

**Reports written for EHCP plans / additional reports are also charged at the same rate.**

**There are many ways you can support CEBristol:**

- **One off donations**
- **Monthly donations**
- **Supporting fundraising and sponsored events organised throughout the year by CEBristol (Sports day...)**
- **Organising a fundraising or sponsored event yourself**
- **Approaching local businesses to ask for their support**
- **Purchasing CEBristol merchandise**
- **Collecting Terracycle recycling items - these are weighed and recycled and we receive money based on the weight.**
- **Shopping online using Easyfundraising**

## **How to give a one off or monthly donation:**



**Online via localgiving:**

<https://localgiving.org/charity/cebristol/>

**donating online enables us to receive GiftAid on your donations.**

**By cash or cheque:**

**Cheques made payable to “[Conductive Education Bristol](#)”**

**By invoice:**

**Please provide details if you wish to be invoiced for the cost of travel expenses or for a month donation towards your session.**

# **CEBristol merchandise:**

**T-shirts - Your child will receive a purple logo'd t-shirt for use during sessions, events and photos. We ask for a £5 donation towards their t-shirt. Additional t-shirts are available to purchase at any time.**

**Christmas cards - designed by the children accessing CEBristol services and ready to purchase and sell to friends and family each November.**