



# Conductive Education Bristol

## **Conductive Education Bristol**

**Parent / Participant Handbook  
2023**

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# 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 weekly group sessions, weekly 1:1 sessions and holiday / 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 Level 4 Conductive Education assistant**
- **Hire costs of rooms used for sessions**
- **Insurance (Towergate therapists insurance)**
- **Accountant**
- **Purchasing specialist equipment**

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

# **Absences and Illness:**

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

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

- **Sickness and diarrhoea - 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**
- **Covid symptoms or positive test result - Please do not attend sessions until you have received a negative test result**

**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.**

**In the event of session cancellation CEBristol staff will contact you asap via the phone number you have provided. Session costs will then be credited to your account.**

## **Reports and Documentation:**

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

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

**We use the Participanttracker progress log to store and show current aims and achievements. Parents/ carers / participants will receive email notifications of progress / achievements and are able to download reports from this.**

**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://cebristol.participanttracker.com/site/login>**

# 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**

**All members of staff will complete and keep updated their child protection training (annual refresher).**

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

## Moving and handling

**All staff will complete annual moving and handling and manual handling training.**

**In house CE specific moving and handling and risk assessments for staff will be completed with new staff and then as required.**

**Allocated staff members (Natalie Walker) will undertake annual risk assessment and RIDDOR training.**

## 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

Allocated member of staff (Natalie Walker) is required to complete annual fire safety training.

## Paediatric and adult first aid

Allocated first aider - Natalie Walker

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

All staff will complete annual dysphagia training, epilepsy awareness and infection control training.

All staff have completed PEG training with the Bristol nursing team.

## 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 currently charge £15 per session for group sessions.** (This is subsidised by local grants and fundraising)

**Sessions cost us approximately £30 per child to run, with our overall running costs at approximately £2500 per month.**

## Home / School / Nursery visits / sessions :

**School / home 1:1 visits / sessions are charged at a rate of £15 per hour plus travel expenses. (@ .45p per mile)**

**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**
- **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 CIC](#)”**



## **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 and gifts - designed by the children accessing CEBristol services and ready to purchase and sell to friends and family each November / December.**