



Conductive Education Bristol

Conductive Education Bristol

**Parent / Participant Handbook
2025**

Contents:

- **General Company Information**
- **Illnesses and Absences**
- **Reports and Documentation**
- **Health and Safety**
- **Cost of Sessions / Supporting Your Organisation**
- **CEBristol Merchandise**
- **Enable Law free legal advice**
- **‘We the curious’ free membership**



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. December 2024 we launched our own small animal therapy provision 'playfulpaws'. Offering animal assisted CE sessions across the term and in the school holidays.

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
- Animal therapy - field rent, animal care

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

Not for Profit community organisation
CIC# 9144234

CEBristol website - <https://www.cebristol.com/>

Playful Paws website - <https://playfulpaws.uk/>

Social media:

Facebook - <https://www.facebook.com/cebristol/>

Playful Paws at CEBristol -
<https://www.facebook.com/profile.php?id=61569640058517>

Email - bristol.conductive.education@gmail.com

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

All staff are 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 stopper 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 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.

Cost of sessions / supporting your organisation:

Group sessions:

CEBristol currently charge £22 per session for group sessions. (This is subsidised by local grants and fundraising)

Sessions cost us approximately £50 per child to run, with our overall running costs at approximately £4000 per month.

Home / School / Nursery visits / sessions:

School / home 1:1 visits / sessions are charged at a rate of £28 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 (Abseil ...)**
- **Organising a fundraising or sponsored event yourself**
- **Approaching local businesses to ask for their support**
- **Purchasing CEBristol merchandise**
- **Shopping online using Easyfundraising**
- **Collect for our Terracycle collections**

Terracycle collections:

- **Biscuit/cracker wrapper**
- **Washing pod bags**

How to give a one off or monthly donation:

Online via localgiving:

[**https://localgiving.org/charity/cebristol/**](https://localgiving.org/charity/cebristol/)

Donating online enables us to receive GiftAid on your donations.

By cash, BACS's 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.

Enable law free legal advice:



ENABLE LAW

Free legal advice for parents

**Does your child have a disability? Are you
struggling to access the right support?
Schedule your free telephone
consultation today.**

If your child has a disability, it can feel like a maze navigating the various health, education and social care services.

At Enable Law we represent and support families affected by disability. Our friendly and approachable legal professionals have vast experience of the sector and are well positioned to help you break through the red tape to ensure your child's needs are being met by the services available.



Contact us

familylegalsupport@enablelaw.com
+44 238 144 8261
www.enablelaw.com

How can we help?

We offer a free telephone consultation for parents where we can discuss the challenges you are facing and the services and solutions available to you. During the call we will provide free preliminary advice to help you better understand your rights and the next steps you can take. Plus, where relevant, we can signpost you to the many charities and support groups we have connections with.



We can offer advice on a wide range of issues including:

- Community care and local authority service provision
- Education, SEN and EHC Plans
- Health care including NHS continuing care
- Disabled Facilities Grants
- Welfare benefits
- Medical negligence including cerebral palsy
- Mental capacity / Court of Protection issues
- Future planning including financial assessments

If you would like to discuss any of the above, please contact us to arrange your free telephone consultation.

Contact us

familylegalsupport@enablelaw.com
+44 238 144 8261
www.enablelaw.com



Enable law free online webinars:

<https://www.enablelaw.com/the-rights-of-the-disabled-child/>

'We the curious free community membership'

We are excited to have joined 'we the curious' as community members - as well as organising larger group bookings to go for free as a group we can book tickets via our membership for our families to visit for FREE as a family!

To book a family visit to 'we the curious' in Bristol just drop me an email with -

- * How many of you would like to visit (how many adults and how many children)**
- * The date you would like to visit**
- * The entry time you would prefer (entry times are booked every half an hour through the day)**

Please give me AT LEAST 4 days notice to book your tickets. I will then book this with the community membership team and will send the tickets to you via email.

To look at what 'we the curious' has to offer and it's accessibility (Inc it's changing places facility) please visit:

<https://www.wethecurious.org/accessibility>

Please note the planetarium is not included in the visit, however if you wish to go in the planetarium while you are there you can book and pay for this on the day (half price as community members).

Terracycle collections:

Please collect items together and pass along to CEBristol staff

∞ Recycle with TerraCycle



- ✓ All brands of flexible laundry washing capsules and pods packaging
- ✓ Lenor tumble dryer sheets

∞ Recycle with TerraCycle



- ✓ Non-Savoury Biscuit Wrappers
- ✓ Cracker Wrappers
- ✓ Cake Wrappers