



Education sessions with Young People

Booking Form and Contract

1. Contract Details

Trainers name & email address	
Customer Name & Invoice Address	
Purchase Order Number if required	

2. Details of the target group

Year Group	
Number of pupils in each group	
Date	
Start Time	
End time	

3. Topics covered: Please tick which topics you would like us to cover

CSE Awareness Raising to include Sick Party & Ryan's story – Year 8 onwards – 2 hours	
CSE Awareness, Consent, Freedom & Choice – Year 7 onwards – 1.5 hrs	
CSE Carousel – Sick Party, Ryan's Story and Consent , Freedom & Consent – 30 mins per workshop	
Bespoke Tailored Training	

4. School Details

Name of Contact Person at school	
Role of above	
Email Details	
Telephone number	
Address of training venue	

5. Logistical Details

- We will need 20 minutes before the session to set up
- Please advise us of any internet restrictions before training date
- We will bring all equipment with us unless you advice differently

Please sign below to indicate that the information you have supplied is correct and you agree to adhere to the terms and conditions outlined below.



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Terms and conditions:

Please ensure you read the below carefully and confirm your agreement by signing below, as without a signature your booking cannot be confirmed.

Information about the session

- We will ask staff & students to complete a short feedback form –which we can share with you if required.
- Our sessions include the use of DVD's and resources, some of which include mild drug use, alcohol use, moderate violence, mild swearing and scenes which imply sexual abuse & exploitation which some young people & staff may find uncomfortable to watch, some of which are based on real life stories.
- If it is preferred we can show our material to the school beforehand, however this would be done in person – we always warn pupils before hand about the content of the material, giving them the option to leave or seek support if they are affected by it, either during or after the session.

Safeguarding and other procedures

- If the trainer is made aware of any concerns regarding the safety/welfare of a child/young person, we will liaise with the professional who requested the group work & the organisation's named person for safeguarding.
- Although our sessions offer information about where to go for support during the sessions, the school/college/organisation is responsible for ensuring all safeguarding & other relevant procedures & support are in place & followed prior, during & after the session. We will also endeavour to remain on site for 30 minutes after the session to offer additional support.
- If you require a copy of the facilitators DBS document, please request this by contacting Karen Chapman, Project Coordinator at Karen.chapman@basisyorkshire.org.uk.

Cancellations

- If less than 7 days is given to cancel the session, we may make a charge and invoice accordingly.



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Other Conditions

The school/college/organisation will:

- Ensure the young people taking part are aware of what the session(s) cover prior to the session(s), highlighting that it may cause distress.
- Ensure appropriate professional is present before the session to introduce the session, explain the role of the facilitator, and be present after for debrief with the trainer.
- Ensure the professional takes responsibility for managing the environment and disciplining participants if necessary.
- Provide an appropriate venue/space prior to arrival of trainer.

Once the booking is received a confirmation email will be sent to you as confirmation of booking.

Signed.....

Date.....

Please send to:

Karen Chapman

Project Manager

Time 2...Project

The Workshop

Marygate Lane

York

YO30 7BJ

Email: Karen.chapman@basisyorkshire.org.uk

