**APPLICATION PACK**

Dear parents/carers

We are delighted that you have expressed an interest in your child attending Bath Junior Gateway Club. However, the club is very popular and unfortunately, we normally have about a year’s waiting list. If you would like your child placed on our waiting list for when spaces become available, we would ask that you complete and return the care plan enclosed. Once I have received the care plan for your child, I will place them on the waiting list

Within in this pack you will also find:

* Care plan to be completed and returned
* A leaflet about BJGC and what we provide (more information about what we provide can be found on our website and face book page)
* A copy of our admissions policy
* Behaviour contract
* Mobile phone contract
* Data protection

**Club costs**

We are a non-profit charity so due to this fact there is a charge. But we do try keeping this to a minimum.

A subs bill will be sent out termly. Choice of payment is yours, either on line, cash or cheque. Unfortunately, if your child misses a week you will still be charged due to food and activities being booked and paid for in advance.

£7.50 per week 3.15pm – 7.15pm (including tea and transport to and from Three Ways)

**Collection Time**

7.00pm from Carrswood centre, Cleeve Green, Twerton Bath BA2 1RS

7.15pm Three Ways School Odd Down Bath BA2 5RF

These are our normal drop off places but we do like to be out and about a fair amount. But times and places will be specified on the termly programme.

I hope this information has been helpful to you and I will contact you as soon as a place becomes available or if I need more information about your child.

Yours sincerely Michelle Saunders (club leader)

**CARE PLAN**

Child’s name: D.O.B

Parents name: National Health Number

Address:

Telephone number

(BJGC will be working towards going paper free this year, so please could you include an email address and write it as clear as possible. Thank you)

Email address:

Emergency contact name and telephone number

Child’s social worker if applicable

Contact number

Please can you tick one of these boxes as this is very important information

( ) photo permission to help promote BJGC

( ) permission to be on BJGC secure face book page and website

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| PLEASE NOTE; this document is to ensure that your child has good consistent care at BJGC. As it gives our staff and volunteers a better understanding of our members needs and enabling everyone to have as much FUN as possible.The information given within this plan will be accessible to all staff so PLEASE DO NOT DISCLOSE ANY INFORMATION THAT YOU WISH TO KEEP CONFIDENTIAL  |

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| PERSONAL CARE NEEDS |

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| Washing/bathingDressingToiletingBedtime routine: usual time holiday/weekend time |

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| **ADDITIONAL INFORMATION** |

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| General behaviour:Behaviour management( for consistency) |

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| **PERSONAL DETAILS** |

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| Diagnosed differing needsDiagnosed medicinal conditionsAllergies/intolerance(food, plasters, hayfever ect ) |

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| **SUPPORT NEEDS** |

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| Communication needsMobility/transport needs:Eating/drinking( support needed, likes/dislikes)Activity Likes/dislikes Situations that scare or worry your child ( busy roads or certain animals) |

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| Goals your child may have for the next 6 months (for home or school)Your expectations for your child at BJGC National Health Number |

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| **DOCTORS DETAILS/MEDICATION DETAILS** |

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| Doctors name:Doctors address:Contact numberIs your child currently having any treatment that we should be aware of:Date of last tetanus injectionIs your child vaccinated against COVID NO ( ) YES ( )Give dates if possible or just month if you’re not totally sure.  |

 Please list below any medication your child is currently taking

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| --- | --- | --- | --- |
| Name of medication | Reason for taking | dose | At what time |
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| **PARENTAL PERMISSION** |

Child’s name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Below are several things that we may need permission for during the year please tick boxes you give permission for and sign.

( ) in the case of a medical emergency or incident I give permission for my child to receive any emergency medication/treatment that deemed necessary by a qualified person.

( ) I give permission for sun cream to be applied if necessary.

( ) I give permission for my child to take part in activities outside the Weston Hub premises.

( ) I give permission for BJGC staff to administrate mild pain killers if necessary.

If so please tick your preferred option.

( ) paracetamol (tablet)

( ) paracetamol (liquid)

( ) ibuprofen (tablet)

( ) ibuprofen (liquid)

Parent/carers name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/carers signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **FURTHER INFORMATION** |

Please write down here any further information you may like to share that you will feel relevant to BJGC. This could be e.g a religion or celebration that is important to your child.

**WELCOME TO BATH JUNIOR GATEWAY CLUB**

Bath Junior Gateway Club is a weekly youth club that provides access to social and leisure opportunities for children with additional needs and disadvantages from the Bath area.

We are a self-funding group and rely entirely on grants, donations and our own fundraising to keep the club running.

Bath Junior Gateway Club is managed by a management committee made up of parents, carers, volunteers and interested local people.

Bath Junior Gateway Club consists of a Club leader, deputy, cook and we highly rely on volunteers.

Volunteers are a very valuable part of the club. Without the hours and dedication, they put in we would not be able to run successfully, if at all. If you know of anybody who is interested in volunteering, we will welcome them. All volunteers are DBS checked and will pick up very valuable experience of working with children.

**What do we do at Bath Junior Gateway Club?**

Bath Junior Gateway Club is a community-based group that aims to encourage children with additional needs to access community-based leisure, sporting and social activities. The club focuses on inclusion and partnership work using community resources.

We work very closely with many other organisations and have good working relations with Three Ways School, Bath Rugby Foundation to name just a few.

**When we run**

We run every Wednesday evening term time only.

3.15pm – 7.15pm

We collect from and return to Three Ways School.

We are generally based at Carrswood Centre, Cleeve Greene, Twerton, Bath BA2 1RS

We run a varied programme of activities including swimming, bowling, cinema, parks, woodlands, tramlining, theme nights, quizzes, sports and crafts.

We charge £7.50 per week for an individual member (paid termly) during school holidays we host various day trips charging £5 - £10 per day depending on location.

Every year we run an annual holiday, expanding the opportunities for the members.

For many members this is the only holiday they have each year.

We work with children who have learning, physical and complex disabilities plus children who are disadvantaged both socially, emotionally and financially.

Our members come from all over Bath. Membership is open to anyone aged 7yrs -18yrs

We always have a waiting list of children wanting to join the club as we are the only youth club of its kind in Bath.

**ADMISSION POLICY**

This is the admission policy of Bath Junior Gateway Club and should be followed by all staff, volunteers and committee members.

* Every child should complete and submit an application form and care plan to BJGC leader before being placed on the BJGC waiting list.
* Any child who may need extra support at BJGC will receive a home visit.
* Parents/carers will also receive a home visit if they request it.
* BJGC Leader will also contact a new member’s social worker to ensure robust information and support is provided to meet the member’s needs.
* BJGC leader will submit a list of new member’s alongside concerns to the committee as part of their report. Committee to provide feedback.
* BJGC leader will contact parents/carers offering a place which includes charges for club nights.

Documents relating to admission policy

Care plan

Application information letter

Behaviour contract

Mobile phone rules/use contract

Data protection

This policy was updated January by club leader Michelle Saunders

**BEHAVIOUR CONTRACT**

Dear parents and Carers

To make the club an enjoyable experience for everybody we need your child to understand the behaviour expected during club time. The committee has put together some basic rules to help ensure this.

Please can you explain to your child the behaviours that are expected and the consequences in place if the rules are broken. could we ask that both you and your child (if they understand) sign and return this contact to club as soon as possible.

1. I will not physically harm another member/adult
2. I will use appropriate language at all times
3. I will kind to fellow members
4. I will kind to staff
5. I will listen and follow instructions from adults to keep myself safe
6. I will not behave in a way that puts myself or others at risk.

If your child displays any of the above behaviours while at the Gateway club you as a parent will be contacted and asked to collect them as soon as possible and they will be asked not to attend club the following week.

If your child constantly displays these behaviours or their behaviour is seen as bulling or dangerous to themselves or others, they may be told that they can only attend with a carer as support. This carer must be provided by you and DBS checked.

Thank you for your support

Michelle Saunders (club Leader)

 Members signature………………………………………………………………………….Date……………………...

Parent/carers signature……………………………………………………………………Date………………………

**MOBILE PHONE CONTRACT**

Dear parents/carers

As a children’s club we feel that it is important that the members are not band from using up to date technology but are taught a safe and appropriate way of using it. For this reason, we think it is very important to put some ground rules in place. Please could you share this information with your child and the contract must be signed by yourself and your child and returned to club.

If you have any quires or concerns, please do not hesitate to contact the club leader.

Use of mobile phones during club night

Bath Junior Gateway Club cannot accept any responsibility for any phones or electrical devices that are lost, stolen or broken. Your child is fully responsible for them.

Photos/videos – taking photos and videos on phones is becoming socially acceptable. For this reason, this is becoming very difficult to police. The committee are asking members if they take photos/videos that they ask permission of the members in the photo/video but also inform Club Leader Michelle Saunders or Club Deputy Jack Hill. **We are asking this as some of our members are vulnerable and not allowed to be on social media and all our members are under 18.**

Texting and messaging – please can parents/carers and members not make contact during club sessions unless it is an urgent message about being collected.

No members are to use other member’s phones unless agreed by Michelle Saunders or Jack Hill.

Activity time- all phones to be put away or handed in for safe keeping. I have explained to members this is because we only meet once a week and they can play on their phones any other times.

**If members use their phones inappropriately at club they will be confiscated and handed to parents/carers at the end of session.**

**If they are used inappropriately consistently parents/carers maybe asked if their child could not bring a phone to club.**

**Use of mobile Phones during Holidays**

Specific times for parents and members to make contact will be agreed in the holiday agenda PLEASE support your child by sticking to these times, this hopefully will lessen the upset from being away from you.

All phones will be taken away at bed times so they can be charged over night by adults.

All rules listed above apply the same during the holiday

**BATH JUNIOR GATEWAY CLUB DO NOT ACCEPT ANY RESPONSIBILITY FOR ANY ITEMS THAT ARE BOUGHT TO CLUB, HOLIDAYS OR DAY TRIPS THAT GET LOST, BROKEN OR STOLEN.**

**Parent/carer signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Members signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date\_\_\_\_\_\_\_\_\_\_\_\_\_**