

Education sessions with Young People Booking Form & Contract

1. Contract Details:

Trainers name and email address	
Customer Name and Invoice Address	
Purchase order number if required:	
Agreed amount to be invoiced: ¹	

2. Details of the target group:

Year Group:	
Number of pupils in each group:	
Date:	
Start time:	
End time: (sessions are max. 1.15 hours , primary school sessions are 1.5 hrs)	

3. Topics to be covered: (please tick one box per order form) - Price per session

X	Topic	Small Groups ²	Large Group ¹
	CSE & related topics (consent, online safety) – Year 8 onwards	£85	£105
	Online safety and related topics (consent, online safety)	£85	£105
	Sexual Violence and Consent	£85	£105
	Primary Schools CSE(boys and girls) – Alright Charlie	£105	N/A
	Bespoke	Tailored pricing	

4. School location details:

Name of Contact Person at school:	
Role of Contact Person at school:	
Email address of contact person at school:	
Tel. number of contact person at school:	
Address of training venue:	

5. Logistical details:

- Please note any IT equipment needs to be set up **20 min. before the session**
- If you have strict internet access rules **please check beforehand with us re. links** – sites/videos may be restricted due to the topic of the workshop and if so, we need to know beforehand
- Please confirm you whether you will have available³ (we can provide if need be):

	Yes/No
Laptop with DVD slot and USB access	
Internet/Wifi	
Projector	
Speakers	

Please **sign below** to indicate that the data provided above is correct and that you will provide and adhere to the terms and conditions outlined on the page below:

¹ Invoices can be paid by cheque or by BACS

² Small groups = 12 - 30 attendees. Large groups = 31 - 150 attendees

³ We can bring these but we require prior notice

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Terms and Conditions:

Please ensure you read the below carefully and **confirm your agreement by ticking the box at the bottom of the front page** as without this, your booking cannot be confirmed.

Information about the session:

- We will ask staff and young people to complete a short feedback form – we can share a summary of the feedback after the session if this is of interest
- Our session includes the use of various DVDs and resources, some of which include mild drug use, alcohol use, moderate violence, mild swearing and scenes which imply sexual abuse and exploitation which some young people and 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 that the material can be hard to watch and that they should leave or seek support if they are affected by it, either during or after the session

Safeguarding and other procedures

- If the Basis facilitator 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 and the organisation's named person for safeguarding.
- Although Basis sessions offer information about where to go for support during the sessions, the school/college/organisation is responsible for ensuring all safeguarding and other relevant procedures and support (including informing other school staff and/or if required parents about the session) are in place and followed prior, during and after the session (including understanding what the procedures are in case further support is required for individual young people if they express distress and in the event of disclosure)
- If you require a copy of the facilitator's DBS document, you should verify this by contacting Basis Training (amber_wilson@basistraining.org.uk or on tel: 0113 – 243 0036). We will provide you with the facilitator's DBS number which should correspond with the number of the facilitator's personal copy. Any requests for DBS should be made clear at the time of booking.

Cancellations

- If less than 7 days is given to cancel the session, you will be charged for the full amount

Other conditions:

The school/college/youth organisation will:

- Ensure the young people taking part are aware of what the session(s) cover, highlighting that it may cause distress, prior to the session(s) taking place.
- Ensure an appropriate professional is present before the session to introduce the session, explain the role of Basis and is present at all times during the group work and after the session for a quick debrief with the trainer
- Ensure the professional takes responsibility for managing the environment and disciplining participants if necessary
- Provide an appropriate space for the group work to take place
- Ensure the appropriate IT equipment including internet access is in place and set up prior to the session (see front page for further info)

Once the booking is received a confirmation email will be sent to you and you will be invoiced.

Basis Training & Education

Booking contact: Amber Wilson

94 North Street ; LS2 7PN

Tel: 0113 – 243 0036 | 07940 414141

Email: amber_wilson@basistraining.org.uk