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Training Application Pack

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Applicant Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- |
| Form name | Completed? | Sent? |
| Training application form |  |  |
| Child Protection Officer’s form |  |  |
| Confirmation of DBS Check Form |  |  |
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Please take and keep a copy of all forms before sending, in case of queries.

**Introducing Seasons for Growth to**

**An Established Organisation**

Seasons for Growth is a GRIEF EDUCATION PROGRAMME that enables children to understand and cope with the feelings that arise from CHANGE and LOSS. The value of the Programme lies very much in its’ delivery. Children are formed into small (5-7) peer groups, which are facilitated by an Adult Companion. The Companion is not a Counsellor or Therapist, but is a person trained to accompany and guide the group through a variety of activities and sharing.

**Privacy Policy**

Seasons for Growth Grief Education (SfGGE) is committed to protecting and respecting your privacy. This notice sets out the basis on which any personal data we collect from you, or you provide to us, will be handled or processed by us. Personal data is any information that can be used to help identify an individual, such as a name, address, phone number or email address. It is important that you read the full Policy available on our website to understand what information we hold and how we may use it.

**The Policy in Brief:**

We collect information that is either personal data (as outlined above) or non-personal data (such as IP addresses, webpages accessed, etc.);

We collect information about groups and individuals that apply to us for training

We collect information to provide services including events, goods, or information and to fundraise;

We only collect the information that we need;

We do our very best to keep personal information secure;

We never sell your data and we will never share it with another organisation for marketing purposes;

We only share data where we are required by law;

We share individual/group applications with panel/committee members;

**CHILD PROTECTION**

As with all persons working with children or vulnerable adults, we have strict measures and procedures to ensure that the children in our care are protected at all times. It is also required of us to ensure that the establishments – schools, family centres, parishes etc – have clear Child Protection Policies and Procedures, and a KNOWN designated person responsible for these matters.

All organisations applying for personnel to be trained as Companions are required to supply us with a signed confirmation of DBS Check. Guidelines on Child Protection issues and procedures are included in the two day Companion Training. All Companions must operate within an existing organisation. Your organisation must take responsibility for any Child Protection issues that arise through a Seasons Programme. Our office must be informed of any such issues – for information only - so that our Child Protection Officer can support the Companion and update our training procedures if appropriate.

To ensure that Companions are working within safe boundaries, with appropriate support, we ask that form 1 be completed by the designated Child Protection Officer in the organisation where the Seasons for Growth programme is being delivered and returned to our office.

**Child Protection Policy**

1. It is the policy of Seasons for Growth (Grief Education Ltd) to protect children, young people and vulnerable adults from physical, emotional or sexual abuse and to provide safe environments for them when participating in our Programme.
2. This commitment flows from our common aim and objective to support those who have experienced grief due to the loss of a significant person or persons in their life.
3. We start from the principle that each person has a right to expect the highest level of care and protection, encouragement and respect that we can give.
4. It is our aim to provide appropriate training on Child Protection issues, incorporated into the Companion Training that we offer to schools, family centres, parishes, social services, school nurses and health visitors, and similar organisations. Training is not offered to individuals to use the Programme outside of an existing organisation.
5. Trained individuals can only work within the context of the organisation contracted to Seasons for Growth (Grief Education Ltd), and those organisations would be working within their own Child Protection Policies (CPC).
6. Our Child Protection procedures are intended to assist all who are involved with Seasons for Growth, in identifying ways in which they can safeguard the best interests of the children, young people and vulnerable adults in their care, and their own best interests as well.
7. Should a Child Protection incident occur during an actual Seasons session, or as a result of it, the Companion or school/organisation must inform the Seasons for Growth office, for information only, so that our Child Protection Officer can support the Companion and update our training procedures if necessary.
8. Seasons for Growth will ensure that the Board of Trustees will keep regularly updating their CP Policy in the light of new legislation as it occurs or annually, as necessary.
9. Companion Trainings will include the following:
	* In the first instance when applying for training we will expect to receive signed confirmation from the applicant’s organisation that they have been DBS checked.
	* Participants will be reminded of the legal requirements with regard to information regarding alleged abuse and their response to it, according to the organisation’s guidelines, but at least on an Annual basis.
	* Participants will be made aware of their responsibilities and also their own vulnerability, to ensure they work within the Child Protection Law. To this end all trained personnel are made aware of MANDATORY REPORTING procedures. Seasons for Growth Companions and Trainers are NOT counsellors or therapists when delivering the Programme, even if they have qualifications in these disciplines. Therefore, all trained personnel must abide by the Child Protection Laws with regard to disclosures of abuse made during or as a result of Seasons sessions. It is the responsibility of Companions to ensure that participants are made aware of the limits of confidentiality when introducing the Programme.
	* A card is issued to participants outlining:
		+ Code of practice/behaviour when working with children, young people and vulnerable adults.
		+ A procedure to follow when abuse is suspected/or is disclosed, or when allegations are made.
10. The appointed Child Protection Officer for Seasons for Growth (Grief Education Ltd) will ensure that Participants in the Companion Training Programme will have received appropriate training in these matters from Seasons for Growth and also from their employer/organisation.

Seasons for Growth Code Of Ethics

**You agree to exercise your role as a Companion acknowledging that:**

* Seasons for Growth has been developed as a programme to assist young people and their families to grow through the experience of loss and grief resulting from death, separation, divorce or other significant events.
* Seasons for Growth is based on the belief that every individual has the right to support in times of pain and loss.
* Seasons for Growth is a quality Australian Programme, adopted by Seasons for Growth (Grief Education Ltd) as an educative – not a clinical – response to grief issues. It is offered at low cost ensuring that it is available to those who need it most.
* The Companion is an educator and a friend, **NOT** a therapist or Counsellor.
* Seasons for Growth requires the integrity of the Programme be respected at all times.

To this end you agree to:

* Follow the Seasons for Growth Companion Manual and guidelines issued by the National & International Office, Australia.
* Evaluate your performance and consult with other personnel in the Seasons for Growth network as appropriate.
* Take responsibility for updating your training at appropriate times when organised by the National Office or Regional Trainer for Seasons for Growth.
* Sign an authorisation form for Child Protection purposes for the overall benefit of all participants and the Programme.
* If you should move to another organisation/school ensure that they know about and are supporting the Programme before holding sessions.
* You are also responsible for holding an up to date DBS

**Please Note: Authorisation to be a Seasons for Growth Companion involves:**

* Attendance at an Induction session 6 weeks
* Attendance at the complete training workshop (2 days)
* Attendance at the initial reconnector – one month after training (2 ½ -3 hours)
* Implementation of the Programme in your school/agency/organisation within 6 months of the reconnector.
* Making application for full Certification.
* Authorisation can be withdrawn if Companions do not attend at least ONE annual reconnector.

***By signing the application form, you agree to the above conditions.***

**Training Application Form**

To be completed by applicant.

|  |  |  |
| --- | --- | --- |
| Name:Mr/Mrs/Miss/Ms or other:  | First Name: | Surname: |
| School/Organisation: |  |
| AddressPost Code: |
| Tel: | Fax:  | Email: |
| Do you have any criminal convictions or illnesses that would exclude you from working with children or vulnerable adults? **YES NO** **Please ensure the enclosed DBS form and Child Protection forms are completed.** |
| Do you wish to train as a: Companion 🞎 **or** Site Co-Ordinator 🞎 |
| 1. i will be a companion of: (this will determine which manual we will order for you)

young people aged 5-7young people aged 7-9 young people aged 9-11 young people aged 11-18 adults   |
| 2. Why do you want to train as a Companion in this programme? |
| 3. What particular strengths might you have as a potential Companion? |
| 4. Do you have any experience working with small groups of children or adults? NO 🞎 Yes 🞎 give brief outline (eg. Group: age, size, purpose etc) |

**I wish to attend the Seasons for Growth Companion Training Workshop to train as a Companion and to implement the programme. I agree to abide by the conditions of training and code of ethics.**

**Signed: Date:**

**Child Protection Officer’s Form**

**To be completed by the Child Protection Officer (CPO) from the organisation where the Seasons for Growth Programme for Children is introduced (Part 1)**

**NAME of CPO:**

**POSITION in ORGANISATION:**

**NAME of ORGANISATION:**

**ADDRESS of ORGANISATION:**

 **POSTCODE:**

**TEL: FAX:**

**EMAIL:**

**Please read the Seasons for Growth Child Protection Policy (attached).**

Please answer the following:

 Are your staff aware of the CP procedures and mandatory reporting issues? **YES/NO**

 Does your organisation have a Child Protection Policy? **YES/NO**

 Do you accept The Seasons for Growth Child Protection Policy guidelines and the pocket card that Companions will be given? **YES/NO**

**Signed:**

**On behalf of (organisation)**

**Confirmation of DBS Check**

**To be completed by the Child Protection Officer (CPO) from the organisation where the Seasons for Growth Programme for Children is introduced (Part 2)**

To fulfil current Child Protection Legislation our organisation is required to have confirmation that all Trustees, employees, volunteers and trained personnel for Seasons for Growth (Grief Education Ltd) have been checked by the DBS.

I would be grateful if you would complete the form below with regards to an employee of yours who is also involved with the Seasons for Growth Programme.

Thank you for your co-operation.

**CONFIRMATION OF DBS CHECK FOR APPLICANT:**

**NAME:**

**I confirm that our above-named employee has been satisfactorily checked by the DBS in accordance with Child Protection Legislation.**

**Signed:**

**Name (printed):**

**Position in Organisation:**

**For and on behalf of:**

(organisation)

**Address:**

 **Postcode:**

**Tel: Email:**

**Date:**

**Endorsement of Suitability**

**From Employer / Organisation**

It is a requirement for the applicant wishing to be trained as a Seasons for Growth Companion to have the endorsement of his / her Manager or Principal stating that he / she has:

* Suitable qualities to Companion groups
* Fulfilled Child Protection Legislative Requirements
* Public Liability and Professional Indemnity Insurance

To assist the Seasons for Growth Trainer and State Coordinator in considering this applicant for training as a Companion, please check the criteria below, and endorse this application with your signature.

**Name of Applicant:**

**Name of Organisation:**

**Phone: Email/Fax:**

**Desired Qualities: (Please Tick) The Applicant:**

□ Cares deeply about supporting Young People / Adults to understand and manage issues of change and loss

□ Can facilitate learning through effective small group processes

□ Can listen deeply and effectively

□ Can ask questions sensitively and respect silence

□ Has the ability to express his/her own feelings

□ Is able to differentiate between an educational process and a therapy process

□ Is able to affirm others and respect differences of culture, belief and lifestyle

□ Relates well to the age group of intended Participants

**Essential Criteria: (Please Tick) the Applicant:**

□ Understands issues and responsibilities related to Mandatory Reporting and Child Protection.

□ Has fulfilled Child Protection Legislation Requirements.

□ Is covered by your organisation for Public Liability and Professional Indemnity Insurance.

**Comments:**

I consider the applicant has the appropriate skills to facilitate this Programme.

 □ Yes □ No

**Name of Principal / Manager:**

**Signature:**

**Date:**

**Cancellation Policy & Invoice Details**

If you need to cancel training, Seasons for Growth (Grief Education Ltd) has a cancellation policy which is detailed as follows:

1. Invoices will be sent out four weeks prior to the training date and are due on receipt.
2. Should a cancellation occur three weeks prior to the date a 50% refund will be returned.
3. Should a cancellation occur two weeks prior to the date a 20% refund will be returned.
4. Less than two weeks prior to the date there will be **no** refund.
5. Cancellations must be made in writing either by post or email to the Seasons for Growth office:

**Seasons for Growth Grief Education Limited, Bay Lodge, 36 Harefield Road, Uxbridge, Middlesex UB8 1PH**

 or email: info@seasonsforgrowth.co.uk

Please also be aware that the materials provided to the trained Companion can only be used by the Companion as these are copyright materials. The materials are awarded to the Companion as part of their training not the sponsoring organisation.

# Please complete the following invoicing information.

Name of Trainee:

Organisation:

**Please address the invoice for training to:**

Name:

Job Title:

Address:

Tel: Email:

For late applicants to a planned training:

Please be aware the cost is £375 and the invoice will be sent as soon as possible. Please complete the above.