

 **Annual Membership and Parental Consent Form 1st Sept 2023 – 30th Sept 2024**

Dear Young Person and their Parent, Guardian or Carer,

Seeds4Success is a local youth work charity providing developmental opportunities to young people in South West Wiltshire. We deliver a variety of projects including practical conservation work and reward opportunities through our Leisure Credits Scheme, programmes targeted at young people with SEND to enhance their social and physical development, a leadership programme to develop the young person’s committee for the charity and to grow peer leaders to support our youth work offer to younger members, activities to promote health and wellbeing, specific projects to develop young people’s skills, 1:1 and small groupwork sessions that support young people who are Not in Education, Employment or Training, a mentoring programme and open access youth work opportunities.

All young people wishing to access any service or activity delivered or provided by Seeds4Success and their parent/guardian/carer (unless 18 or over) are required to complete and sign the attached Seeds4Success Annual Parental Consent and Membership Form. Each project and any associated activities have a lead worker who should be contacted if your child or ward is unable to attend, not accessing transport as usual or for any other changes. Contact details for each lead worker can be found on the project page of the Seeds4Success website ([seeds4success.org.uk/our-projects](https://www.seeds4success.org.uk/our-projects)).

The annual Parental Consent and Membership Form is a requirement of our insurers and under General Data Protection Regulation (GDPR) (EU) 2016/679, Seeds4Success is legally required to obtain consent to hold your personal data and you have a legal right to be informed about how we use any personal information that we hold about you. To comply with this, we provide a ‘privacy notice’ to individuals where we are processing their personal data; a copy of our full privacy notice can be obtained from jaki@seeds4success.org.uk

Seeds4Success (registered charity number 1151541), is committed to protecting your personal information and being transparent about what information we hold. We ensure that we use your information in accordance with all applicable laws concerning the protection of personal information.

**Privacy notice:**

This privacy notice explains how we collect, store, and use personal data about children and young people who participate in our various youth work activities and projects and their parents / carers. Seeds4Success, Mere Youth Centre, The Recreation Ground, Queens Road, Mere BA12 6EP, are the ‘data controller’ for the purposes of data protection law. The lead worker for data protection is Jaki Farrell and lead trustee for Data Protection is Andy Nobel.

**The personal data we hold about you:**

We hold some personal information in order to provide accessible, appropriate, and safe activities. This information may include:

* Name, address and contact details including mobile phone numbers & emails
* Date of birth and gender
* Next of kin and emergency contact details
* Details of any behaviour or learning issues
* Safeguarding information
* The name and address of the family GP
* Photographs & videos of your participation in our projects and activities
* Details of sessional / project attendance and participation, any specific outcomes or achievements including accreditation and awards
* Personal feedback about your experiences of our project / activities and your personal development through their engagement

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

* Race, ethnicity, sexual orientation and religious beliefs
* Health, including any medical conditions and medication currently being prescribed

**Why we use and store personal data about you:**

We only collect and use personal data when the law allows us to. The purpose of processing this information is to help us ensure children/young people are safe to participate in activities they enjoy, and that the charity is appropriately and lawfully managed. This includes:

* Getting in touch with parents, carers and young people to notify them about projects, activities, pick up arrangements or to discuss any specific concerns / issues
* Looking after the wellbeing of children and young people participating in our activities, taking into account their medical, learning, and social needs as appropriate
* Complying with health and safety obligations, completion of the accident book and RIDDOR reporting
* Ensuring the welfare of children and young people through communication with other support agencies / professionals working with the children/ young people to address any safeguarding concerns
* Promoting the charity through local media, on the website and social media pages
* To provide evidence of outcomes, achievements, training records, qualifications and appropriate use of funds to funding bodies and potential future employers or educational establishments

**How we store this data:**

We keep personal information about you whilst you are participating in or supporting our activities and projects. We may keep it longer if this is necessary in order to comply with our legal obligations. Information is stored securely in our office at Mere Youth Centre.

The personal data we collect may be held as an electronic record on secure data systems or as a paper record in locked filing cabinets. The records are only seen by those who need the personal data so they can do their job. The security of the data follows Seeds4Success’s Data protection policy.

**How long we keep this data:**

Seeds4Success will keep and securely store consent and membership information and any other personal information relating to an individual young person for 3 years after they stop engaging with us, unless otherwise required by contract with external funding bodies. For example, all annual consent forms from 1st Sept 2022 – 30th Sept 2023 will be destroyed in 30th Sept 2026, however, records of personal development and outcomes achieved will be kept until 3 years after the last time a young person accessed our services. The only exception to this would be copies of original certificates that young people have asked us to hold for safekeeping.

**Data sharing:**

We do not share personal information about you with anyone outside the charity without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information with:

* The local authority – to meet our legal obligations to share certain information with them, such as safeguarding concerns and exclusions
* Your family and representatives
* Our regulators e.g. the Charity Commission, HMRC, Peoples Pension, HSE etc.
* Suppliers and service providers such as outdoor activity instructors – to enable them to provide the service we have contracted them for
* Health authorities
* Police forces, courts, tribunals
* Professional bodies

In certain circumstances, this information may be shared even if you are no longer accessing our activities/projects.

**Access to your information and correction:**

You have the right to find out what personal information we hold about you, and how we use it, by making a ‘subject access request’, if we judge that you can properly understand your rights and what they mean. To request a copy of this information, please email jaki@seeds4success.org.uk with the heading ‘subject access request’

We want to make sure that your personal information is accurate and up to date. You may ask us to correct or remove information you think is inaccurate.

You have the right to withdraw consent at any time by emailing jaki@seeds4success.org.uk with the heading ‘GDPR – I want to opt out’

This may result in your being unable to continue with Seeds4Success activities if consent is a legal requirement.

**CONSENT:**

The attached Seeds4Success Annual Parental Consent and Membership Form covers participation in the projects and mentoring programme delivered by Seeds4Success as well as the activities listed, transport to and from these activities and, as stated earlier, we are required by our insurers to obtain updated forms each year, which we do during the month of September, regardless of when you completed your form for the previous year. Apologies if this feels like a chore but these are for the safety and protection of your child/ward. By signing this consent from you will be agreeing to your son/daughter/ward taking part in the activities listed below (unless you indicate you do not wish them to),and agreeing to the young person being transported by minibus, taxi or private car with the appropriately qualified drivers to and from activities.

Young People without current completed membership and consent forms may be refused access to a session / project or be unable to access the transport.

Seeds4Success provides 3rd Party Liability Insurance as do the activity providers, however, we are unable to provide personal accident or injury insurance and it is the choice of the individual should they wish to organise this themselves.

In order to provide these opportunities to young people our staff and trustees work hard to raise money through grants and donations, many of which require us to report on the development of young people and the difference our charity has made to them, therefore if you are able to provide us with feedback about our service, and young people participate in user surveys, this is of benefit to us. We hope to be able to continue to deliver the existing range of opportunities over the coming year free of charge to young people however, this will be dependent on the funds the charity is able to raise.

We ask that young people respect our ground rules by not smoking or vaping in or around any buildings and by not bringing or consuming illegal substances or alcohol before or during any of the sessions. Any young person in breach of these rules will be asked to leave the session and parents/guardians will be required to collect them from wherever they are at their own cost as they will not be permitted on any return transport we provide.

If you have any questions, please contact us.

Yours sincerely,

***Jaki***

*Seeds4Success, Mere Youth Centre, The Recreation Ground, Queens Road, Mere BA12 6EP*

 *Registered charity number 1193737*



**Seeds4Success Contact Details**

Jaki Farrell

Charity Director

Mobile: 07585 723824

email: jaki@seeds4success.org.uk

Lee Cherry

Mentoring and Support Manager

Mobile: 07570 819140

email: lee@seeds4success.org.uk

**Project Lead Workers**

* Bridging Project Ali ali@seeds4success.org.uk
* Bridging Project+ Ali ali@seeds4success.org.uk
* Leisure Credits Jaki jaki@seeds4success.org.uk
* LGBQTIA+ Rose rose@seeds4success.org.uk
* Mentoring Lee lee@seeds4successs.org.uk
* Quiet Space Lee lee@seeds4successs.org.uk
* SKILD Lee (FS and PDG) lee@seeds4successs.org.uk

Karen (work exp) karen@seeds4success.org.uk

Practical Skills jaki@seeds4success.org.uk

* The Workshop Rob rob@seeds4success.org.uk

For other projects please contact Jaki jaki@seeds4success.org.uk

**Venues**

* Mere Youth Centre The Recreation Ground, Queens Road, Mere BA12 6EP
* The WMSET Centre, Wilton West Street, Wilton SP2 0DL
* The Nadder Centre Waeveland Road, Tisbury SP3 6HJ
* Zeals Green Pastures Wolverton Lane, Zeals BA12 6LL

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| **Seeds4Success Project Programme 2023/24** |
| [Bridging Project](https://www.seeds4success.org.uk/bridging-project) *(Targeted)* |
| Tue 6:30pm - 9:00pm @ Mere Youth Centre |
| A program for people with SEND (Special educational needs/disabilities) that aids socialisation with others in the local community and reduces the struggle of rural isolation. |
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| [Bridging Project +](https://www.seeds4success.org.uk/bridging-project-0) *(Targeted)* |
| Thu 6:30pm - 9:00pm. 1st and 3rd Thu of the month online, 2nd & 4th Thu @ Fovant Youth Club |
| This project is a youth club for young people aged 15-25 with additional needs, where, through face to face and online sessions, they can engage in a range of different projects to develop life skills and meet up with their friends. |
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| [FUEL](https://www.seeds4success.org.uk/building-bridges) *(Targeted)* |
| Various days 10:00am – 2:00pm throughout the Summer, Spring and Winter holidays @ Mere |
| This is a free Community Holiday Camp for eligible young people aged 8 to 13 in the South West Wiltshire Area. Sessions run during the school holidays with a range of different activities including sports and games, arts and crafts, practical challenges, cooking as well as some off-site activities such as nature walks and bushcraft skills. A healthy lunch is provided free of charge each day. This initiative is part of a government scheme to provide free holiday activities and food to children and young people who are on benefit related free school meals or meet other qualifying criteria. |
| [Health & Wellbeing](https://www.seeds4success.org.uk/health-and-wellbeing) *(Open-Access)* |
| Mon 8:00pm - 9:30pm @ Nadder Centre, Tisbury |
| A project which inspires healthy and active living through sports and physical activities, fitness opportunities and practical cooking. There are a range of different sporting activities on offer including football, cricket, basketball, and in the summer, swimming in the local outdoor pool. There’s also access to the gym for those aged 12+, and fortnightly art therapy and healthy cooking sessions.  |
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| [Leisure Credits](https://www.seeds4success.org.uk/leisure-credits) *(Social Action)* |
| Alternate Sat 10:00am - 4:00pm |
| Introduces conservation techniques to young people through practical volunteering. Participants earn credits based on their work ethic and teamwork throughout these projects, which later can be used to take part in training courses, other qualifications or trying new activities with peers. |
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| LGBTQIA+ *(Targeted)* |
| 3rd Wed of month 6:00pm - 8:30pm @ various locations  |
| A targeted support group for young people aged 13 -25 who are questioning their gender identity or orientation, already identify as LGBTQIA+ or live with siblings, parents and carers who are LGBTQIA+, and want to meet with others from similar backgrounds and share experiences. Supportive friends are welcome to attend to enable access and participation.  |
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| [Local Youth Action Scheme](https://www.seeds4success.org.uk/lyas) *(Social Action)* |
| Every Summer - Times Vary |
| Local Youth Action Scheme (LYAS) was developed by graduates of the National Citizen Service (NCS) programmeas a more flexible replacement programme, targeting young people leaving school years 11 or 12. The aim is todevelop an understanding and experience of social action whilst enhancing key skills such as communication, cooperation and teamwork. |
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| [Mentoring Programme](https://www.seeds4success.org.uk/mentoring-programme) *(Targeted)* |
| 1:1 sessions weekly or as appropriate at a local public venue to fit with the young person's interests. |
| The Mentoring Programme provides one-to-one sessions with a volunteer mentor who is independent from family, friends, school and other agencies working with a young person. The mentor gives time to support, encourage, guide and advise the young person and uses their skills and experience to help the young person to set and meet goals, challenge their views, and help them to reach their potential. |
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| Mere Friday Night Drop-in (*Open-Access)*Fri 6:30pm - 8:00pm Years 7 - 9; 8:15pm – 9:45pm Years 9+ @ Mere YC (Year 9 can chose one session, not both) |
| These are relaxed open access sessions which serve as a ‘social’ hub for young people of all backgrounds and abilities to make friends, try new activities and have fun. Opportunity to do a range of activities such as woodwork, cooking, pool, air hockey and in the summer young people can make use of the outdoor recreational facilities close by. |
| Quiet Space (*Open-Access)*Tue & Thu 5:00pm - 7:00pm during term times @ Mere YC  |
| These sessions provide a quiet space for individuals or small groups needing time to revise, work on tasks such as homework, coursework or applications, or internet-based research. Laptops with access to Microsoft Office apps are available. Please contact Lee to book a session and to arrange transport. |
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| [SKILD](https://www.seeds4success.org.uk/wilton-youth-club) *(Targeted)* |
| Tue and Thu 10:00am - 3:00pm @ Mere Youth Centre and Zeals Green Pastures |
| This project provides learning opportunities (Functional Skills in English & Maths and Personal Development and Growth qualifications) and other activities including volunteering, practical skill development and work experience, to further enhance a young person’s employability. (Term time only) |
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| The Workshop *(Open Access)* |
| 1st & 3rd Thu of month 6:30pm - 8:30pm @ Mere Youth Centre |
| A practical session for young people aged 12 and older who want to develop practical skills in mechanics, woodwork and maintenance, where you can get help to fix your own things or help make or fix something for someone else. |
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| Wilton Youth Club *(Open Access)* |
| Tue 6:00pm - 8:00pm Years 6,7,8 and 9 @ The WMSET Centre in Wilton |
| A youth club where young people can take part in a variety of useful and enjoyable activities that, in turn, establishes and progresses transferrable skills. The first hour will be at Castle Meadows if daylight and weather permits. |
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| [Young Leaders](https://www.seeds4success.org.uk/young-leaders) & Youth Committee (*Social Action)* |
| Planning or training sessions on Wed evenings. Peer led junior session on 2nd Wed of the month. |
| The project that offers leadership opportunities and training within the charity by pursuing assistance in other sessions and attending meetings. Instils responsibility and provides experience for leadership roles later in life. The committee is an opportunity for young people to voice their opinions on how the charity should be run and to be engaged in various activities such as marketing and publicity, fundraising, planning and evaluation on behalf of the charity.  |
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Availability of projects and days, timings and locations may change during the year.

Please check our website for details.