**Plymouth Youth Education Booking Form 2016/2017**

**Contact Details**

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| --- | --- | --- | --- |
| **Contact name:** |  | **Role:** |  |
| **Address of school/youth group:** |  | | |
| **Contact number:** |  | | |
| **Email:** |  | | |

**Workshop Information**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Youth Education workshop:**  (Please tick) | * **Everyday First Aid workshop (EDFA)**. * **First Aid workshop** specifically related to the harmful effects of alcohol/substance misuse or knife crime. * **Refugees, migration and asylum seekers** * **Humanitarianism** | | | | | | |
| **1st choice date and time:** |  | **2nd choice date and time:** | |  | **3rd choice date and time:** | |  |
| **Number of students:** | | |  | **Number of workshops needed:** | |  | |
| **Average age of students:** | | |  |
| **Any additional learning needs** *(please include details of learning need and useful strategy to support e.g. 1 student with dyslexia needs hand-outs on blue paper or 1 student with autism who does not like loud music/noise*): | | | | | | | |

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| --- | --- | --- | --- |
| Everyday First Aid, In an average 1.5 hr session 4-5 of the following skills can be covered. Please tick your preferred skills if any. | | | |
| Someone who is Distressed |  | Someone who is having a stroke |  |
| Someone bleeding Heavily |  | Someone who has had /is having a Seizure |  |
| Someone who has a Burn or Scald |  | Someone who is having a Diabetic Emergency |  |
| Someone who is choking |  | Someone who is having an Asthma attack |  |
| Someone who has a Broken Bone |  | Someone who is having an Allergic Reaction |  |
| Someone who has a Head Injury |  | Someone who has Eaten/Drunk something harmful |  |
| Someone who has a Strained Muscle/Sprained Joint |  | Someone suffering from Meningitis |  |
| Unconscious person who is Breathing |  | Someone suffering from Hypothermia |  |
| Someone who has had /is having a Heart Attack |  | Unconscious person who is not Breathing |  |

**Venue Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Size of room:** |  | **Parking arrangements:** |  |
| **Can you provide a laptop and projector?** | | Yes / No  Connected to the internet? Yes / No | |
| **Are you able to make a donation to the British Red Cross?** | | Yes / No | |
| **Are you able to provide lunch (only applicable to day-long activities)?** | | Yes / No | |

**Safeguarding**

|  |  |
| --- | --- |
| **Name of Child Protection Officer:** |  |
| **Contact details:** |  |

**Terms and Conditions for British Red Cross Youth Education**

* A staff member should be present at all times. British Red Cross (BRC) staff and volunteers are not responsible for the behaviour or disciplining of young people.
* An area suitable for carrying out the session must be provided. It must have enough space, ventilation and be safe for the educator and students to work in. We ask that the area is risk assessed with no trip hazards, a clean floor etc., and volunteers or staff will be able to use the toilet and hand washing facilities.
* Before the session takes place, the educator must be informed of the resources available.
* The young people should be made aware of the session beforehand and be asked to come dressed appropriately for the session.
* Red Cross educators will not teach students who are under the influence of drugs or alcohol.
* Before the session takes place the educator must be informed of the special educational needs of any young people in the group.
* Any changes to the number or age group of students participating in the class must be agreed with the educator beforehand.
* The educator will follow the organisation’s safeguarding policy. If there are any safeguarding issues, we will also inform the BRC Safeguarding officer.
* The venue must have Employer’s Liability Insurance.
* Evaluation forms should be completed to ensure BRC is continuing to develop best practice.

**Cancellations and concerns**

Please give as much notice as possible of changes or cancellations. Please contact the Youth Education Co-ordinator, Imogen Wood on 01752 831609 or call the Youth Education Support Centre on 08444122734.

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**Many thanks for completing the booking form. On receipt of this form we will contact you to confirm the booking.**