

**Parent/Carer Consent Form**

I hereby give permission for\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DOB \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

to take part in the activities arranged by Green Acres Rural Enterprise CIC, including those taking place locally off site (eg Warwick Court lunches). I agree to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ being collected from school/home by Green Acre staff in vehicles covered by business insurance.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Photographs.** We regularly take photographs of our students and their activity for promotional, publicity and presentation purposes. Please sign to confirm your agreement for us to do this.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Emergency contact details.** Please provide two emergency contact numbers.

Contact 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phn no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phn no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RURAL ENTERPRISES CIC: 01327 703313**

**Rural Enterprises CIC is a Community Interest Company registered in England, company no. 7735616**

Parental/carer and school Consent Form

I hereby confirm consent for my child/student to use/ participate in supervised activities including the items below (please initial each and then sign at the bottom of the form):-

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity/ Tool to be used** | **Student** | **Parent/Career** | **School** |
| Use of sharp knives/Use of sharp tools |  |  |  |
| Use of hand tools |  |  |  |
| Use of power tools |  |  |  |
| Use of gardening tools (including pruning equipment) |  |  |  |
| Use of motorised gardening tools |  |  |  |
| Use and construction of fire |  |  |  |
| Use of hot/heated equipment |  |  |  |
| Use of chemicals |  |  |  |
| Photographs being taken of students |  |  |  |
| Use of photographs for our publicity purposes |  |  |  |
| Students leaving site |  |  |  |
| Students being transported |  |  |  |
| Students in remote locations |  |  |  |
| Students working with animals |  |  |  |
| Students near roads |  |  |  |
| Students near water |  |  |  |
| Use of personal phones and electrical equipment |  |  |  |
| Working with bees |  |  |  |
| Working in and with the public |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Student name (printed)  …………………………. | Parent/Career name (printed)  …………………………… | School staff name (printed)  ………………………… | Position  …………………….. |
| Student signature  …………………………. | Parent/Career signature  …………………………… | School staff signature  ………………………… |  |
| Date  ………………………… | Date  …………………………… | Date  ………………………. |  |

Referral form/checklist

Please fill in the form/ checklist below and ensure the latest copy of the requested paperwork is attached before the student attends.

|  |  |
| --- | --- |
| Student name |  |
| Student age |  |
| Student year group |  |
| Student EHCP |  |
| Student Risk Assessment |  |
| Student ILP targets |  |
| Student issues at school |  |
| What does the student want to achieve? |  |
| What does the school want us to achieve with the student? |  |
| Signed parental consent from |  |
| Signed behavioural expectations form |  |

Details of school / organisation

|  |  |
| --- | --- |
| Name of organisation |  |
| Contact name |  |
| Address |  |
| Telephone number |  |
| Email address |  |
| Invoice to be sent to |  |

Details of Parent/Carer

|  |  |
| --- | --- |
| Name of parent/ carer |  |
| Address |  |
| Home phone |  |
| Mobile |  |
| Emergency |  |
| Email |  |

Details of student

|  |  |
| --- | --- |
| Full name |  |
| Date of birth |  |
| Pupil number |  |
| Year group |  |
| Current studies |  |
| Additional support offered by school |  |
| Health related conditions (including allergies) |  |
| Any regular medication (including inhalers) |  |
| Days and sessions student will attend |  |

Please ensure we are updated of any changes to the information above and invite us to any meetings/ reviews of the student to maintain good consistency and communication.

|  |  |  |  |
| --- | --- | --- | --- |
| Student name (printed)  …………………………. | Parent/Career name (printed)  …………………………… | School staff name (printed)  ………………………… | Position  …………………….. |
| Student signature  …………………………. | Parent/Career signature  …………………………… | School staff signature  ………………………… |  |
| Date  ………………………… | Date  …………………………… | Date  ………………………. |  |

Termly student update form

Please fill in any updated sections since last term and attach any relevant paperwork.

|  |  |
| --- | --- |
| Student name |  |
| Student EHCP update |  |
| Student Risk Assessment update |  |
| Student ILP targets update |  |
| Student issues at school |  |
| What does the student want to achieve? |  |
| What does the school want us to achieve with the student? |  |

**Green Acres Rural Enterprise Centre CIC**

**Terms and conditions**

* Referrals must be made by schools or other educational bodies
* All confidential referral information must be completed and sent by email or written copy before the young person attends
* Two trial paid days will be offered before the student will be confirmed as a new starter
* Invoices will be issued during the first week of the student’s attendance
* Payment is due within 14 days of receipt unless otherwise agreed
* The agreement between Green Acres Rural Enterprise CIC and the educational bodies will be half-termly in advance
* One school half-term’s notice will be required to cancel the contract with Green Acres Rural Enterprise CIC
* All placements will be subject to a half-termly review
* All sessions must be paid for. If more than 48 hours’ notice is given then an alternative session may be offered, subject to availability
* Any queries regarding attendance or invoicing should be made, in writing, within 7 days of invoice date, or date of attendance by student
* All photos and documents are the property of Green Acres Rural Enterprise CIC and may not be copied or used without prior permission

|  |  |  |  |
| --- | --- | --- | --- |
| Date  ………………………… | Date  …………………………… | Date  ………………………. |  |

* Green Acres Rural Enterprise CIC reserves the right to terminate a placement if a student puts the safety of themselves or others at risk, or causes damage to equipment or property

|  |  |  |  |
| --- | --- | --- | --- |
| Student name (printed)  …………………………. | Parent/Career name (printed)  …………………………… | School staff name (printed)  ………………………… | Position  …………………….. |
| Student signature  …………………………. | Parent/Career signature  …………………………… | School staff signature  ………………………… |  |

**Behaviour Expectations**

**Young person’s name:-…………………………………..**

**What we ask and expect of you here at Greenacres:**

* Show respect to the environment in which you will be working and the entire farm site.
* Show respect for each other, staff, volunteers, visitors, property & resources.
* You must wear clothing appropriate to the learning/working environment.
* You are expected to participate fully in the activities and sessions provided.
* You must follow health, safety & hygiene directions given to you by staff at all times.
* Offensive language or physical aggression directed at peers, staff, volunteers or visitors will not be tolerated, and could result in your place being withdrawn without notice.
* Any talk regarding the use of alcohol, illegal substances or anti-social behaviour will be passed on to the relevant authority.
* Parent/career confirmation that students’ personal electrical devices: phones etc. have the correct age-appropriate restrictions and parental controls in place and no inappropriate material including foul language will be shared with any other people at Green Acres. This is the students and parent/careers responsibility.
* Phones will need to be handed in at the beginning of sessions and can be used only with the permission of session leaders and at break times.
* Green Acres Rural Enterprise CIC reserves the right to terminate a placement immediately if a student puts the safety of themselves or others at risk, or causes damage to equipment or property.

|  |  |  |  |
| --- | --- | --- | --- |
| Student name (printed)  …………………………. | Parent/Career name (printed)  …………………………… | School staff name (printed)  ………………………… | Position  …………………….. |
| Student signature  …………………………. | Parent/Career signature  …………………………… | School staff signature  ………………………… |  |
| Date  ………………………… | Date  …………………………… | Date  ………………………. |  |

Young people attending Green Acres Farm all have different reasons for being here. Please respect this & be understanding of any difficulties others may be having at any time. If you have concerns about your commitment to the project or your relationships with peers or adults, feel free to talk to a member of staff at Green Acres, or to the person who referred you to the project, and we will do our best to resolve the situation for you.