**BREATHING SPACE**

**INFORMATION FOR MEMBERS AND CARERS**

**HOW TO JOIN BREATHING SPACE**

1. Ask for a members registration pack
2. Fill in the registration form with the help of your carer or support worker and send it back to the office. (We must have basic information about all our members and any additional needs they have, so that we can give the right kind of help when they are with Breathing Space on activities.)
3. We will contact you to double check details we are not sure of
4. We will put you on the mailing list to receive the programme – these usually come every two months

**HOW TO GO ON ACTIVITIES**

Look through the programme, with help if you need it. Choose the activities you would like to go on. Mark them on the booking form and send it back to the Breathing Space office.

You may book to go on activities in other areas but you must be prepared to get to the pick-up and drop-off points yourself, provided there is a space available.

Do not send money for activities with the booking form unless we ask for it on the programme. Members pay for activities on the day. (Please never send money in the post, it may get lost, use a cheque or drop it off at Northdale)

The exception is when Breathing Space has to book and pay ahead for the theatre tickets or other non-refundable advanced payments. We will ask you to send the ticket money with your booking form. If you find that you will not be able to go, please let us know as soon as possible and we will offer your ticket to another member. It is possible you may not be able to get your money back if we can’t sell the ticket to another member of get a refund.

If a trip is over subscribed then we will prioritise those people with limited support or opportunities to go out.

Breathing Space has a member’s council which help make decisions about where to go for trips or how Breathing Space should be run – everyone is welcome to join the council and meetings are run as a social event.

**COSTS**

Members have to pay the cost of their own admission tickets, or the price of the activity. The amount is shown on the programmes and is collected by the leader on the day. As a very rough guide we charge approximately £5 per hour that members are out (including some of the travel time).

We believe that all members should pay a realistic amount towards their own activities as it helps them to understand budgeting and the relative costs of different activities. However member’s payments will never cover all of Breathing Space’s costs.

Members are expected to bring spending money with them for things such as snacks, drinks and other incidentals which they choose to buy for themselves.

Members must bring any medication needed during the activity and also suitable clothes needed for their comfort. These may include warm clothes in winter, or sunhats and sun-cream in summer.

**SAFETY AND PRECAUTIONS TAKEN ON ACTIVITIES**

All Breathing Space leaders and care-assistants have First Aid Training, and they are all aware of the needs of people with a learning disability.

A mobile phone is carried, along with a first aid kid, and information relevant to the individual members. There is always a leader and one other member of staff or volunteer on every activity.

All activities are lead or supported by people suitably qualified and experienced for the activity. All leader, care-assistants and volunteers have been DBS checked and have references taken up.

A report sheet is completed for ever activity. The leader must note down any incidents which occur and report them back to the Coordinator.

Breathing Space is insured for public liability this covers contacts made between members, leaders, care-assistants and volunteers on recognised Breathing Space activities. Any further contacts arranged privately by members and volunteers are at members and their carers own risk.

Breathing Space encourages members to try out new leisure activities and experiences including safe risk-taking. This may include enabling more able members to be more independent during activities, including making their own way to and from pick up points agreed in advance.

Breathing Space has policies and procedures which all leaders, care-assistants and volunteers must follow.

**COMPLAINTS AND COMPLIMENTS**

Breathing Space wants to know how our members and carers feel about the project, and the social and leisure opportunities it offers, so that we may grow and improve if necessary. If you are unhappy with something you can ask to speak with anyone on a trip or the Lets Go out @ Northdale Coordinator. Your concerns will be treated in confidence. There is a complaints procedure which you can get from the Northdale Office.

Breathing Space

Northdale

Yafforth Road

Northallerton

DL7 0LQ

01609 770269

breathingspace@northdale.org.uk