

(Date)

Access 2 Activities Scheme - Letter of Understanding

Thank you for agreeing to be part of the Access 2 Activities scheme.

The scheme is designed to ensure that children and young people disadvantaged by economic factors and children in the care of the Council are financially supported to take part in activities out of school hours.

This letter sets out the relationship between the parties so that the maximum benefit may be achieved through clarity of responsibility and certainty of purpose. It is hoped that once you have read the key requirements you will agree with the content both in terms of clarity and in the spirit of collaboration.

If you agree to these terms then please sign both copies and return one to Helen Aston, Extended Services Bournemouth Borough Council, Sir David English Centre, East Way, Bournemouth BH8 9PZ

Letter of Understanding for Access 2 Activities:

We the undersigned understand that

- We will have completed the “provider registration form” which indicates current CRB checks in place, insurance cover and safeguarding training.
- Children and young people will be booked onto the activity of their choice by their parent/school or worker at the published price for the activity.
- The child/young persons place will be paid for against an invoice addressed to Bournemouth Borough Council Extended Services, Sir David English Centre, East Way, Bournemouth BH8 9PZ marked for the attention of Helen Aston.
- We will forward copies of the register showing the child/young persons attendance at the activity each term.
- We understand that funding for the scheme comes directly from the DCSF and we have not entered into a contract with Bournemouth Borough Council to deliver any services on their behalf
- We will use the Access2Activities logo provided solely for the identification and promotion of Bournemouth’s Access2Activities programme.

Compliance with relevant acts, orders and regulations

- We will ensure that our staff and any other persons involved in running the activities are fully trained in and comply with all Health & Safety acts, orders and regulations in force and with any specific Health & Safety measures required on site
- We will ensure that our staff and any other persons involved in running the activities have undergone relevant Criminal Investigation Bureau, Independent Safeguarding Authority and police checks, and are trained in Child Protection, Behaviour Management and Safeguarding Children
- We will promptly notify the Council of any Health & Safety hazards which may arise in connection with running the activities, keep an accident book and immediately notify the Council of any incidents that result in personal injury
- We understand that the Council has obligations under the Freedom of Information Act 2000 and Data Protection Act 1998. We will comply with the provisions of these acts in so far as it places obligations upon us and assist the Council by complying with any reasonable request from the Council for that purpose. We understand that the Council may be required to provide information relating to ourselves to a person in order to comply with its obligations under these provisions
- We and our staff and any other persons involved in running the activities will comply with the discrimination acts and regulations in force and with the Council’s Equality and Diversity Policy, a copy of which will be provided to us on request
- We will fully indemnify the Council against all actions, claims, costs, expenses and liabilities for loss or damage to property or for personal injury or death caused by our failure to comply with our obligations or by our acts, omissions, or negligence

Yours sincerely

Extended Services
Bournemouth Borough Council
Sir David English Centre
East Way
Bournemouth
BH8 9PZ

Signed Print name

on behalf of(organisation)

Position (in organisation) Date