

ACTIVITY PROVIDER REGISTRATION FORM

Provider name	
Address	
Postcode	
Public Contact Name <i>(if applicable)</i>	
Telephone	
Mobile	
Email	
Website	

ACTIVITY DETAILS:

Brief description of activity (20 words max)			
Activity dates and times <i>(include start and end times, and AM or PM)</i>			
Address of activity			
Age range of activity	From		To
Cost of activity (per session per child)	£		

Do you publish your own activities programme? Yes No

Is an adult required to stay with the child during the activity? Yes No

If 'No', is an adult required to stay on the premises during the activity? Yes No

When is this activity available? All year Easter Summer Christmas Half Terms

ACTIVITY CATEGORY:

(tick all that apply)

- | | |
|---|--|
| <input type="checkbox"/> Sports & Physical Activity | <input type="checkbox"/> Cultural Activities |
| <input type="checkbox"/> Visual Arts | <input type="checkbox"/> Learning Activities |
| <input type="checkbox"/> Dance & Drama | |
| <input type="checkbox"/> Music | |

PROVISION FOR ADDITIONAL NEEDS:

Under the Disability Discrimination Act all provision is expected to be inclusive. If you have additional training or expertise for specialist provision, please indicate below:

Do you cater for children & young people who are disabled? Yes No
Do you have specific training or expertise? Yes No

SAFEGUARDING/HEALTH & SAFETY:

Are you Ofsted registered? Yes No
Registration is required for all providers of activities for 8 years and under unless exempt. To seek clarification contact www.ofsted.gov.uk

Do all staff have a current Criminal Records Bureau (CRB) check? Yes No
Criminal Records Bureau and Independent Safeguarding Authority

Where the provider is undertaking:

- a) a job role; and/or*
- b) a regulated and controlled activity*

which involves contact with children and vulnerable adults, the Provider shall ensure that its employees, agents, representatives have undergone the relevant Criminal Investigation Bureau (“CRB”) and Independent Safeguarding Authority (“ISA”).

Do you have policies in place and are your staff trained in the following:

Child Protection/Safeguarding Children Yes No

Behaviour Management Yes No

Do you have a current First Aid certificate? Yes No

Do you have Public Liability Insurance? Yes No

Parents/Carers will select activity provider(s) and it is their responsibility to ensure that the provider they select is competent and qualified to work with children and young people and to satisfy themselves as to the suitability of the activity/provider for their child. We will provide advice to parents on the types of questions they may wish to ask when contacting an activity provider, a copy of this is available on request.

ACCESS2ACTIVITIES:

Payments for children/YP using the Access2Activities grant will be made against an invoice addressed to: **Bournemouth Borough Council, Extended Services, Sir David English Centre, East Way, Bournemouth BH8 9PZ**

SIGNATURE:

I confirm that all information stated on this form (and additional sheets) is true and correct to the best of my knowledge.

Name (print)			
Position in Organisation			
Signed		Dated	

Data Protection Act 1998

The information you provide on this form will be held by Bournemouth Children’s Information Service and will be shared with Bournemouth Local Authority to enable it to fulfil its statutory obligations to secure the provision of information, advice and training for providers of childminding and day care, to review the sufficiency of childcare and nursery education provision in their area. Bournemouth Local Authority also has a statutory obligation to provide information to the public regarding the provision of childcare and related services in their area. In fulfilment of this duty, should you give your consent, Bournemouth Children’s Information Service will make the information you provide on this form available to the public over the telephone, in writing and via the internet.

Please fully complete this form and return by email to: Helen.aston@bournemouth.gov.uk