

Active Education Sussex is committed to safeguarding and promoting the welfare of children. To achieve our commitment we will ensure continuous improvement and development of robust safeguarding processes and procedures that promote a culture of safeguarding amongst our staff.

1. **Staff:** All staff at Active Education Sussex hold full DBS certificates and are first aid trained.
2. **Payment:** All clubs are to be paid in full prior to the child attending. Payments must be within 5 working days of received invoice or the reserved space will no longer be held.
3. **Refunds:** Active Education Sussex will not be liable to or provide a refund if the child does not complete the agreed number of sessions.
4. **Medical Conditions:** Parents / Carers must inform Active Education Sussex of any existing medical conditions that may affect the child attending the course.
5. **Emergency situations:** Parents / Carers must ensure that Active Education Sussex hold an emergency telephone number for any child attending a course.
6. **Property:** Active Education Sussex cannot be held liable for any lost or damaged property that a child brings to a course.
7. **Disclosures:** Active Education Sussex must be notified in writing immediately of any changes in contact details or family situations, Court Orders or situations of risk in relation to the child for which any special precautions may be needed.
8. **Child Protection:** Active Education Sussex has a duty to report any significant concerns s/he might have about the safety/well-being of a child to the schools Designated Safe Guarding Lead and in some circumstances this may be Social Services.
9. **Equal Treatment:** Active Education Sussex welcomes children from many different ethnic groups, backgrounds and creeds. Similarities and differences are valued and respected and all children are treated equally. Active Education Sussex will comply with the Special Educational Needs and Disability Act 2001 and will do all that is reasonable to accommodate the needs of children with disabilities.
10. **Discipline:** The parents/Carers hereby confirm that they accept the authority of Active Education Sussex to take all reasonable disciplinary or preventative action necessary to safeguard and promote the welfare of each and every child. Active Education Sussex retain the right to remove any child from the course at any time.
11. **Closure due to severe weather:** Parents/Carers will be informed via text and email if a session will not be taking place due to severe weather conditions. A refund of session fees will be made under these circumstances.
12. **Insurances:** Active Education Sussex undertakes to maintain those insurances which are prescribed by law.
13. **Complaints:** Parents/Carers who have cause for complaint in relation to any matters of quality, safety or care must inform the Active Education Sussex Director in writing with details of the complaint and within a 28 day period.
14. **Waiver:** Any waiver of these terms and conditions is only effective if given in writing by and on behalf of the Director of Active Education Sussex.
15. **Jurisdiction:** This contract was made solely with Active Education Sussex.

Terms and Conditions



DECLARATION

The parent(s)/carers of any child/ren attending an Active Education Sussex club should have read and understood the information and Terms and Conditions before signing the following declaration. Having read, understood and accepted all statements made in the Information and Terms and Conditions, I/We will comply with all the procedures. I understand that any decisions made by Active Education Sussex will be final.

Please sign and return to the school office.

PRINT IN FULL PARENT/CARER NAME:.....

Signed.....

Dated.....

Name(s) of Child/ren:.....

I understand that these terms and conditions will be reviewed termly and that I / We will be informed if changes are made before the termly review.