Birmingham City Council

Be Empowered…



# **Be Empowered Workshop** – Early Support Programme for SEND Parent Carers

## Booking form for DAYTIME (In Other Languages) Be Empowered Workshops

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**JUNE – JULY 2023 – On a TUESDAY, 10am – 2pm**

**Starting Tue 6th June, then continuing Tue 13th June, Tue 20th June, Tue 27th June, Tue 4th July, and finishing Tue 11th July 2023.**

**Please note there is no charge for these workshops.**

## Venue:

**South & City College (Hall Green Campus), Cole Bank Road, Birmingham, B28 8ES.**

**Please complete all sections in BLOCK CAPITALS.**
**To ensure that we can process your form swiftly please ensure the form is fully completed and the consent overleaf is signed and dated.**

**Your Details:**

Parent Carer Name.....

Address.....

Postcode.....Telephone (Mobile) Number

Email Address.....

Age of your child(ren) and their individual additional needs

.....

Any special requirements (including language spoken) or access requirements:

.....

Name: ..... Signature:

**Please read Course Booking Terms and Conditions below. Please email both pages of this booking form including the signed consent by Thu 18th May 2023 to BeEmpowered@birmingham.gov.uk**
For any queries about the Be Empowered Workshops please call Gulshan Hussain on 07827 082 752 or Christine Legore, Parent Engagement Consultant on: 07770 762 056

# TERMS AND CONDITIONS

## ALL Birmingham SEND SUPPORT SERVICE COURSES

Due to current Covid-19 restrictions there is a maximum number of people that can attend a training session. Therefore, places will be allocated on a first come first served basis.

On receiving this booking we will assign available place/s where possible. If bookings are received after the deadline, places may not be available and you may be asked to join a waiting list. Whilst every effort will be made to ensure places and keep the dates and venues as advertised, we reserve the right to amend or cancel courses without notice. We will make every effort to inform you in advance if possible. Birmingham SEND Support Services do not accept any liability whatsoever, if for whatever reason, the course does not take place.

## CONFIRMATION

Bookings will be confirmed by telephone and/or email from 18th May 2023. In delivering these workshops we will be working to the current Covid-19 guidelines as stipulated at that time. A facilitator will explain in more detail when booking confirmation takes place.

## RESERVING A PLACE AND CANCELLATION CONDITIONS

By entering details on the booking form the delegates confirm they have read, understood and accepted the terms and conditions and are able to attend on the dates specified.

Please contact us as soon as possible if you need to cancel so the place can be offered to someone else.

## EQUAL OPPORTUNITIES

Birmingham SEND Support services are committed to equal opportunities in training and professional development and we positively welcome course delegates irrespective of their gender, race, disability, colour, ethnic or national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age. We will not accept any form of discrimination at any time during the event.

## CONSENT

# CONSENT – TO BE COMPLETED AND SIGNED BY ALL PARENTS / CARERS/ PROFESSIONALS

☐ I agree to Birmingham City Council (BCC) SEND Support Services processing personal details and contact information and I understand that both paper and electronic records may be kept as a result of my attendance on the 'Be Empowered' Workshops and that any records will be kept securely and destroyed safely in accordance with BCC Document Retention and Deletion Schedule.

☐ I understand that information (for example my name, address, phone number, email address) will only be shared with course facilitators as a result of attending the 'Be Empowered' Workshops. This will be done in accordance with Birmingham City Council's Information Sharing Protocols. This will only be information that is relevant and necessary, shared with people who need that information and, when there is a specific need for that information to be shared at that time.

☐ By signing this form I give explicit consent for BCC SEND Support Services to communicate with me including by secure email.

☐ I understand that as part of the General Data Protection Regulations I have a right to request a copy of the information BCC holds about me. For more information, I can contact BCC's Data Protection Officer at the Corporate Information Governance Team, PO Box 16366, Birmingham, B2 2YY or email: infogovernance@birmingham.gov.uk

☐ I understand that I can access the BCC Privacy Notice at
www.birmingham.gov.uk/info/20154/foi_and_data_protection/384/privacy_statement/1

**Name (please print):** **Signed:** **Date:**