

**Thank you for your interest in booking a first aid session with the British Red Cross.**

Please complete this form **including signing** the reverse side, and email back to us. Once we receive this form we will contact you to confirm the booking.

If you have any questions, please contact the Judith Jones on 01204 369629 / 07725 957043 [judithjones@redcross.org.uk](mailto:judithjones@redcross.org.uk) or contact the Crisis Education Support Centre on: 0344 412 2734 or [adulteducation@redcross.org.uk](mailto:adulteducation@redcross.org.uk)

### Details of your group

Contact name:	
Group/organisation name:	
Description of group/organisation:	<input type="checkbox"/> Supporting homelessness and rough sleepers <input type="checkbox"/> Supporting those with issues around drug and alcohol usage <input type="checkbox"/> Helping adults (over 65's) who are more likely to have trips and falls. <input type="checkbox"/> Other, please specify:
Organisation address:	
Postcode:	
Contact telephone:	
Contact email:	

### Session details

Preferred date(s) of session:	1.	2.	3.
Preferred start and finish times of session:	<i>(As a guide, 5-7 skills can be covered in a 2 hour session)</i>		
Number of attendees (max 15 per educator):			
Special requirements:	<i>(Please include details of any mobility issues or considerations for people with disabilities or learning difficulties)</i>		
Contact on day of course:	Name:	Tel:	

### Venue details

Venue address if different from above:	Postcode:	
Additional detailed for finding the venue if necessary:		
Area for practical activities available?		
Parking available?	Car park/ street Suggestion on where best to park:	Charged/ free
Equipment & facilities available	Computer and projector/screen: Yes/ No Flipchart: Yes/No Paper: Yes/No	Internet connection: Yes/No Pens: Yes/No Toilets/Kitchen



**Safeguarding**

Your organisation's safeguarding officer name and contact details:

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**Information**

- We request that a member of your staff is present for the course. If a member of the group gets upset during the training, they will be able to leave the room so that the session can continue.
- The area should be suitable for carrying out the training. It should have enough space for the educator and attendees to be safe to complete all activities. We ask that the area is risk assessed with no trip hazards, a clean floor etc.
- Before the session takes place, the British Red Cross coordinator must be informed of the resources available.
- Please inform the coordinator of the special educational needs of any of the group, and any changes to the number of people attending.
- The educator will follow the British Red Cross' safeguarding policy. If there are any safeguarding issues, we will inform the British Red Cross safeguarding officer.
- The venue must have employer's liability insurance.
- Participants must be over 16 years old.
- During the session we ask for your support in completing our evaluation forms.

**Cancellations and changes**

Please give as much notice as possible of cancellations or changes. Contact the coordinator in the first instance (see above), if unsuccessful please call the Crisis Education Support Centre on 0344 412 2734.

**For our information:**

**Where did you hear about these sessions?**

I received a call from the British Red Cross <input type="checkbox"/>	I received a letter from the British Red Cross <input type="checkbox"/>	At a conference or networking event <input type="checkbox"/>	Other <input type="checkbox"/> Please specify below:
I received a flier from the British Red Cross <input type="checkbox"/>	Word of mouth <input type="checkbox"/>	I received an email from the British Red Cross <input type="checkbox"/>	

**Do you want to receive updates from the British Red Cross?**

Find out more about British Red Cross education sessions by signing up for our updates. Please tick the relevant boxes below:

I am happy to be contacted by:    Email     Telephone     Post

**Please sign (electronically) to confirm that you have read this document and that you are happy for us to use these details to support us to deliver the education sessions, and for our monitoring.**

**Signature:**

**Name:**

**Date:**