

Making the booking – signing your Authorisation slip

Please read this document carefully - if you have any queries please call the Amplify 2008 Organiser – Mandi Hunt – 01322 274175 e-mail mandi.hunt@mac.com



The main booking form *and* the tear off slip at the bottom of page 2 herein should be returned to:

Yvonne Huddart,
PRU 3rd Floor
Barnardo's
Tanners Lane
Barkingside
Ilford
Essex IG6 1QG

- **Please note: applications cannot be accepted without both a completed booking form and authorisation slip**
- **You will receive confirmation of your booking and details of the Amplify 2008 website along with details of any terms and conditions and liabilities that you need to be aware of**
- **Joining instructions and directions will be sent two weeks before the event**

Information for Local Authority Staff

We want these events to be a useful and enjoyable experience for everyone attending and would therefore like to ensure that local authority staff are fully briefed as to the roles and responsibilities of all in attendance. Please note that all delegates will be accommodated in single rooms in "Halls of Residence" style accommodation.

Role and responsibility of A National Voice Staff

- Members of ANV staff will be clearly identified and are responsible for the efficient running of the event
- There will be at least one member of designated ANV staff or a CRB checked workshop leader, acting on behalf of ANV, at all activities
- A member of ANV staff will be on call at all times, your staff will be provided with a contact telephone number on arrival.

Role and responsibilities of Local Authorities staff accompanying young people

- Members of staff accompanying young people are responsible for their care and well being at all times throughout the event
- Members of staff accompanying young people are responsible for ensuring that the young people are able to represent the views of other young people in their local authority and have opportunities to consult with peers prior to the event
- Members of staff accompanying young people also have a general duty of care towards all young people at the event and should report any matters of concern to an ANV member of staff
- Members of staff accompanying young people will be responsible for ensuring that young people arrive on time for all meals, activities and leisure events they wish to participate in
- Members of staff accompanying young people are responsible for the supervision of the young people at all other times when they are not participating in activities or events
- Members of staff accompanying young people will be expected to make themselves available if required at times when young people are attending workshops and supervised activities. (Separate activities will be provided for workers. However, workers may be asked to leave this activity if a young person requires a facilitator or has needs arising during any workshop or activity)

- Members of staff accompanying young people are responsible for ensuring they do not bring alcohol, other substances or anything harmful to Amplify
- Members of staff accompanying young people may not drink alcohol throughout the event
- Staff who fail to take responsibility for their young people or who contravene this agreement may be asked to leave the event and remove their young people
- Members of staff accompanying young people are responsible for working with their young people to ensure that learning from the event is captured and disseminated for the benefit of other care experienced children and young people in the local authority

Waking night staff

- ANV will ensure a minimum cover of waking night staff who will be responsible for observation and surveillance
- Any issues relating to individual young people will be referred to the accompanying member of staff who must respond

Amplify 2008 is run by A National Voice, Central Hall, Oldham Street, Manchester M1 1JQ
0161 237 1441 – www.anationalvoice.org

Please make sure you keep these details in a safe place with a copy of your booking form in case of query

This Authorisation tear off slip must be signed by either a Children's Service Manager, Senior Social Worker or a Team Manager and returned with the completed booking form. Authorisation cannot be given by the worker delegate attending the event.

Authorisation:

I confirm that I understand the responsibilities of staff at Amplify 2008 and that the members of staff from will carry out the roles and responsibilities as outlined. Staff who do not fulfil their obligations may be asked to leave and to remove the young people they are responsible for

Signed Date

Print Name Job Title

Local Authority

Address

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