



# Bexley Voice

## Bexley Parent Carer Forum



### MEMBERSHIP POLICY

The aim of this policy to clarify how Bexley Voice, (Parent Carer Forum for Bexley, Kent) seeks and manages membership.

Bexley Voice offers membership to:

- Parents/carers living in the London Borough of Bexley, who care for a child or young person (C/YP), aged 0-25, with special needs and/or disabilities (SEND).
- Professionals who work in the London Borough of Bexley with SEND C/YP age 0-25.

Bexley Voice is pan-disability and supports the parent/carers of C/YP with SEND, age 0-25, with or without a formal diagnosis.

Member's information will be stored under the General Data Protection Regulations (GDPR).

Please refer to the Bexley Voice Privacy policy, to understand how we use and share your membership information. All policies are available to view/download from the Bexley Voice website.

#### **Membership Criteria:**

##### **Parent/Carer members must:**

- Care for a child or young person (aged 0-25) with special needs and/or disabilities (with or without a diagnosis). This includes parents, step-parents, foster/adoptive parent, grandparents, siblings and other immediate family.
- Be a resident and/or have a C/YP who attends an educational setting in the London Borough of Bexley.

##### **Professional members must:**

- Work with, teach, inform, support or advise in a professional capacity, a parent/carer who meets the criteria for parent/carer membership. This includes (but is not limited to) SENCO's, Teachers, Support Teaching staff, Educational Physiologists, Therapists, Family Liaison Officers, Advisory Service, Social Organisations/groups and Inclusion staff.

##### **Parent/Carer Membership offers:**

- Opportunities to take part in meetings, focus groups and consultations.
- A regular E-bulletin update on information, events and consultations
- Support and information via email.
- Telephone helpline (limited hours)
- Informative website (also available to non-members)
- An active Facebook Group (secret group for parent/carers only)
- Tea and Talk parent/carer support group
- Workshops, seminars and events
- Volunteering opportunities

##### **Parent/Carer Membership offers:**

- A regular E-bulletin update on information, events and consultations
- Possibilities to engage with our parent/carer members

##### **Membership fees:**

To be fully inclusive, both parent/carer and professional membership is free of charge.

##### **Bexley Voice reserves the right to:**

- Decline a membership application if the above criteria are not met.
- To withdraw membership for any reason. A written explanation will be provided, on request.
- Request members to update their information.

- Update policies at any time, without notice.

### Submitting an application for membership

All members must complete a membership form on-line via the Bexley Voice website (paper copies are available if required).

By submitting an application form to become a member of Bexley Voice, all members agree to:

- All information voluntarily submitted being stored on by Bexley Voice.
- Bexley Voice sharing your membership information **anonymously** with other relevant local organisations, the National Network of Parent Carer Forums (NNPCF), Contact and their contracted partners, Bexley LA and any other grant providers in accordance with our grant monitoring conditions.
- Allow the use of photographs taken at events/meetings for publicity and promotional purposes.
- Ensure their contact information is kept up to date.
- Bexley Voice adding their details to our mailing list to receive relevant updates and consultations by email. (You are able to unsubscribe from our mailing list by notifying Bexley Voice in writing or by clicking the unsubscribe box at the end of emails received).
- Being contacted by phone for feedback/consultations/membership queries and returning enquiries.

### Membership information:

What information do we request from our members and why do we ask for it?

Name	Personalise member contact information Send confirmations and updates for events
Address	Confirm parent/carers members are a resident in Bexley Post relevant information, event confirmation and consultations Geographical information for grant monitoring
Phone Number	Contact members if requested a call back/Respond to general enquiries Advise of event updates, cancellations and changes Request/discuss event/consultation feedback
Email	Contact members with relevant information, e-bulletins, news, updates and events Respond to enquiries Advise of event updates, cancellations and changes Request/discuss event/consultation feedback
How did you hear about us?	Assist with publicity and promotion Ensure Bexley Voice meets diversity including 'hard to reach' groups Acknowledge/inform other local and national groups
Ethnicity (Optional)	For anonymous ethnicity and diversity information feedback on our grant monitoring
Volunteer/Trustee information	If requested, to contact member by phone or email with further information about becoming a volunteer or trustee with Bexley Voice
Facebook request	Request an invite to join our parent/carer only secret Facebook group Allowing Bexley Voice to send a personal email invite
Have you heard of Bexley's Local Offer website?	Ensuring any members who have not heard of the Bexley Local Offer are given/sent information about the website and how it provides SEND information in Bexley. Monitoring of the number of members of have heard of/not heard of the Local Offer and provide feedback to Bexley Local Authority.
Sibling Support	To provide information about supporting siblings of their SEND child/young person if requested
Child/Young Person's Details	Ensuring parent/carer members meet the criteria for membership Contact/update members with relevant information in accordance with C/YP's special need/disability, age, gender, location within Bexley, level of support (SEN Support or EHC Plan) and/or educational setting attended
Further Comment Box (Optional)	For members to provide any further information if they require
Professional Members	Ensuring professional members meet the criteria for membership To contact professionals with updates, arrange meetings and engage in consultations

Document Name:	Bexley Voice Membership Policy
Created Date:	May 2018
Reviewed Date:	June 2020
Next Review Date:	June 2022 Bexley Voice reserve the right to update or amend this policy at any time without notice.

**Together we can make a difference...**

Bexley Voice are a voluntary group of parent/carers of children and young people (age 0-25) with special/additional needs and disabilities (SEND) living in the London Borough of Bexley. We provide an opportunity for parent/carers to express their views and input into the planning and delivering of SEND services. We signpost, support and empower families to obtain the best possible care and services.

**VOLUNTEER HELPLINE: 07512 409936**

**EMAIL: [bexleyvoice@hotmail.co.uk](mailto:bexleyvoice@hotmail.co.uk)**

**WEBSITE: [www.bexleyvoice.org.uk](http://www.bexleyvoice.org.uk)**

**REG CHARITY NUMBER: 1142306**