

Confidentiality

Thank you for completing this form. Any information used to help us contribute to the planning and provision of services in Cheshire East will be anonymised to make sure that individuals cannot be recognised. Your details will not be shared with any other agency and will be processed in accordance with the Data Protection act 1988. You can have your details removed at any time by contacting the Secretary at the address below.

We would like to contact you from time to time with information about services, newsletters and involvement opportunities. Please indicate if you would like to be on our email or text lists.

Email Text

Please sign below to apply to join us and to confirm your agreement to our Code of Conduct which is attached.

.....

SIGNED

.....

PRINT NAME

.....

Date

Please return your completed form to:

The Secretary,
Cheshire East Parent Carer Forum,
c/o CVSCE,
81 Park Lane,
Macclesfield SK11 6TX

Or by email to cheshireeastpcf@gmail.com

We look forward to meeting you.

Cheshire East Parent Carer Forum Membership Application Form

Part 2: Monitoring information

This section of the application form is anonymous and will not be traced to you or your answers on the membership form. We collect this information so that we can demonstrate that we represent a diverse group of parent carers. It will also help us to notice if there are any groups of parents which, for some reason, we are not reaching and enable us to take action to remedy this. The information will not be stored with your personal details and will be aggregated so that individuals are not identifiable.

About your disabled child(ren):

	Child 1	Child 2	Child 3
DOB (Month/Year)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	<input type="text" value="M/F"/>	<input type="text" value="M/F"/>	<input type="text" value="M/F"/>

Nature of child's disability – please tick all that apply

	Child 1	Child 2	Child 3
Developmental delay	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Physical/mobility Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moderate Learning Difficulty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Severe Learning Difficulty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hearing Impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Visual Impairment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication Difficulties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Behavioural Difficulties	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Autistic Spectrum Condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Long term chronic illness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Other, please state:

School/College Attendance - please tick all that apply

Mainstream Pre-school	<input type="checkbox"/>	Special pre-school	<input type="checkbox"/>
Mainstream Primary	<input type="checkbox"/>	Special Primary	<input type="checkbox"/>
Mainstream Secondary	<input type="checkbox"/>	Special Secondary	<input type="checkbox"/>
Mainstream Post-16	<input type="checkbox"/>	Special Post-16	<input type="checkbox"/>
Residential Special	<input type="checkbox"/>	Educated Otherwise than in school	<input type="checkbox"/>
None	<input type="checkbox"/>		

Is the school an Academy or Freeschool? Y/N

Services you currently access

Please tell us about any services you currently access, for example residential respite or carers budget

About your non-disabled children

None

	Child 1	Child 2	Child 3
Age(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Gender	<input type="text" value="M/F"/>	<input type="text" value="M/F"/>	<input type="text" value="M/F"/>

Your ethnic background

White

British
Irish
Other

Black or Black British

African
Caribbean
Other Black background

Asian or Asian British

Bangladeshi
Chinese
Indian
Pakistani
Other Asian background

Mixed

Any other ethnic group

.....

Thank you very much for filling in this form.

Cheshire East Parent Carer Forum

Code of Conduct

'The Forum' refers to Cheshire East Parent Carers Forum.

All parent carers must observe this Code of Conduct whilst on any Forum business. Failure to do so will result in the member being asked to resign from the Forum.

1. To remember you are representing the Forum for all parent-carers of children and young people with a disability and additional needs up to the age of 25.
2. You are not representing and should not refer to or seek to promote your own child or young person, your personal aims, or own organisation.
3. To be friendly and courteous to all present, not to make rude or sarcastic comments, and not to shout to make your point.
4. To treat others with dignity and respect and allow all the opportunity to comment and finish speaking, and not talk over other people.
5. To be honest, open and not judgmental. You can still be seen as a 'critical' friend.
6. To speak through the Chair and follow and respect the Chair's guidance.
7. To follow the Agenda and observe any time limits. This can be achieved by keeping to the point and being interested and listening to others to reach effective decisions and actions.
8. As representing the Forum you will be accountable for your actions.
9. Do not talk about people you do not know and do not say anything detrimental about someone if they are not present to defend themselves.
10. To appreciate that others attending will have roles and responsibilities and certain duties they will have to adhere to and perform.
11. Everyone should be treated equally, with no abusive, or discriminatory language or swearing.
12. If you have a grievance or are aware of things happening that would damage the Forum, you must go through proper procedures.

At meetings:

13. Before agreeing to any action when representing the Forum at meetings, you must state that the action must be agreed by the organisation first before you can proceed. Any Actions agreed must be actioned.
14. Representatives for the Forum should be properly prepared for the meeting by reading all the relevant papers and bringing them to the meeting. They should be punctual and if possible stay for the whole meeting. For expenses please see Financial Control Policy.
15. All Forum representatives should ensure that it meets the aims and objectives of the organisation as appears in the Terms of Reference (and Constitution).
16. At any meeting, confidentiality of individuals and partner organisations shall be respected.

17. No political statement or political bias or judgment shall be demonstrated at meetings.

18. Any Conflict of Interest at meetings shall be declared immediately. See below.

19. The right remains to ask if uncertain or worried about anything including jargon and acronyms.

Conflict of Interest

1. Members should disclose any interest in the decision making, whether it be personal or on behalf of another group, they consider will affect their participating in the matter under discussion.

2. Members must not expect to receive more or less favourable treatment because they are a member of the Forum, or represent the Forum.

3. Members must use the normal procedures for reporting incidents or making complaints.

Breach of Code of Conduct

1. If a member demonstrates that they have broken the Forum Code of Conduct they will be warned by the Chair. If it happens again they will be asked to leave the meeting immediately and/or resign, as appropriate.

2. If the member continues to ignore the Forum Code of Conduct the Chair will ask the Steering Group to rescind membership of the Forum.

3. If you bring the Forum into disrepute you may be asked to resign.

4. If you miss 3 consecutive meetings without giving reason, you will no longer be a member of the Steering Group.

Please note: Cheshire East Parent Carer Forum fully appreciates the commitment of parent-carer representatives attending meetings and will expect that other organisations' representatives will also give our Forum representatives the same respect and consideration as laid down in this Code of Conduct.