

PRO-ACTION

Membership Agreement

This agreement is between Pro-Action and (member)

Member Name:.....

Registered Address:

.....
.....

Website:

Email Address:.....

Membership Start Date:

By signing below, the parties agree to be bound by the terms of this agreement:

Signature:
Signed by:
Position:
Duly authenticated on behalf of:
Date:

Signature:
Signed by:
Position:
Duly authenticated on behalf of: PRO-ACTION
Date:

Pro-Action agrees to provide the following services in consideration for the member paying subscription fees and for complying with terms.

Membership
DBS Facility
Training Programme

General Terms:

1. Payment

The Member pays an annual subscription fee, currently at £65 per year, per setting/project to receive Pro-Action services and member benefits. Services are for the sole use of the named setting/project and their direct staff and/or volunteers. Subscription fees are reviewed annually and should there be an increase in

fees, the member will be notified of the change in advance and will be expected to pay increases upon renewal.

2. Duration

Membership runs for a year, commencing on 1st April to 31st March of the following year. If a member joins part way through a year, they are expected to pay the full cost of the membership year. If a member joins from September onwards in any year, they will be signed up for the remaining term and the full following year, giving up to 18 months of membership and the fee will be pro-rata.

3. Settings/Projects

Membership is valid for one organisation at one location. If a large organisation joins and has a number of settings/projects running from numerous locations, each setting/project will affiliate separately. Please speak to us directly if this is the situation with your organisation.

4. Governance

All members must provide the following up to date information and documentation annually on subscription; Main contact details and operational location, Safeguarding Policy, Health & Safety Policy, Equality & Diversity Policy, Constitution or Strategic Policy, Insurance certificate. Further documentation is required as part of the standards section below.

5. Standards

All Pro-Action members must undertake Ambition Quality First Steps or equivalent quality assurance accreditation, to ensure they have all the basics in place to operate a good quality service for children & young people. Members can provide proof of other such similar accreditation (for example Swim 21, Club Mark) to certify their quality standards.

6. Membership Services

Pro-Action shall provide the member with information, advice and guidance pertaining to children and young people's services. Pro-Action shall also provide other such services to support engagement with children & young people and promote quality provision, including the DBS facility and a Training Programme.

7. DBS Facility

Pro-Action is an umbrella body of the Disclosure and Barring Service. Pro-Action will provide a DBS check facility for members. Please see the attached appendix for the Pro-Action policy on the DBS service.

8. Training Programme

Pro-Action shall provide a programme of training courses during the year, focused on the needs of the sector and our members. Please see the attached appendix for the Pro-Action policy on our training programme.

9. Term & Termination

Pro-Action reserves the right to terminate Membership should it be found that the Member has breached the terms of this agreement and the policies they are bound by.

The Member can cancel the Membership to Pro-Action but will not be refunded any costs of Membership.

10. Data Protection

All data is held securely by Pro-Action. Data will be treated confidentially and will not be disclosed to external organisations, other than those acting as agents for Pro-Action on related projects or for other legitimate reasons. The data will be used inline with our current Data Protection Policy and Privacy Notice. Emails will be tracked and stored to ensure that we are better able to tailor our communications. You have the right to object to the use of your data for any of the above purposes by notifying us at communications@pro-actionherts.org

11. General

Pro-Action will work to offer a high-quality service to all members at all times. We are a small team and therefore resources are limited however we do wish to know if we do not meet the expectations of members, as this gives us the opportunity to rectify the situation. We aim to have a professional relationship with all our members and believe that this is achieved when all parties deal with each other with integrity and respect.