## A logo with a horse and animals  Description automatically generatedElysian Connections Groups Terms of Service and Consent Form

**1. Program Overview**

Elysian Connections Groups are designed to support children and young people, in social, emotional, and educational development. Through engaging and hands-on activities, these programs focus on life skills, social interactions, and creative learning in a structured and nurturing environment. Sessions take place at our Elysian sites.

**Bookings:** Registration is per term. Bookings must be completed through Elysian’s website.

**2. Participant Requirements**

* **Eligibility:** Children and young people who are home-educated, on part-time timetables, or referred for alternative provision are eligible. The sessions cater to children who are accustomed to and comfortable in mainstream environments, but may accommodate mild additional needs. Parents/carers are required to indicate any special educational needs (SEN) on the registration form.
* **Screening Process:** Elysian may conduct a screening process to ensure the suitability of the group for each participant. This may include a review of the registration form, a follow-up phone call, or an informal assessment meeting at our Liss site, if required.

**3. Parent/Carer Responsibilities**

* **Attendance and Punctuality:** Parents/carers are responsible for ensuring the timely arrival and pickups.
* **Participation in Assessments:** Parents/carers may be asked to participate in any additional assessments or meetings that may be necessary to evaluate any needs.
* **Providing Accurate Information:** Parents/carers must provide truthful and complete information on the registration form and update Elysian with any changes to the child’s medical, educational, or emotional needs.

**4. Health and Safety Policies**

* **Medical Information:** It is the parent’s/carer’s responsibility to disclose any relevant medical conditions, allergies, or health issues on the registration form. Elysian staff will take reasonable measures to accommodate these needs.
* **First Aid:** In the event of an injury or emergency, Elysian staff are authorised to administer basic first aid. Parents/carers will be promptly informed of any incidents.
* **Medications:** Elysian staff do not administer medication. Parents/carers must ensure that participants are able to manage their own medication if needed, with prior written consent for any exceptions.

**5. Behavioural Expectations**

* **Code of Conduct:** All children and young people are expected to engage respectfully with peers, animals, and staff. Any behaviour that poses a risk to others, animals, or the site may lead to temporary or permanent suspension from the program.
* **Managing Behavioural Challenges:** Elysian’s staff are trained to handle minor behavioural issues; however, significant or repeated concerns will be discussed with parents/carers and may result in withdrawal from the program if necessary.

**6. Safeguarding and Confidentiality**

* **Safeguarding Practices:** Elysian is committed to safeguarding all children and young people. Staff follow strict safeguarding protocols in line with legal requirements, including reporting any concerns about a participant’s welfare.
* **Confidentiality:** Elysian respects the confidentiality of all participants and their families. Personal information will be handled in accordance with Elysian’s Data Protection Policy and will not be shared without parental/carer consent, except where required by law or safeguarding procedures.

**7. Use of Animals in Sessions**

* **Animal Interaction Consent:** Elysian Connections Groups integrate supervised animal interactions to enhance learning and social engagement. By enrolling, parents/carers consent to their child’s involvement in these activities.
* **Animal Allergies and Phobias:** Parents/carers must disclose any allergies or phobias related to animals. Elysian will accommodate these needs as far as possible but may advise alternative participation if a risk is identified.

**8. Photography, Video, and Media**

* **Consent for Photography/Video:** Elysian may capture photographs or videos of group activities for internal evaluation, educational purposes, or promotional use. Parents/carers are asked to indicate their consent for this use below.
	+ ☐ Yes, I consent to my child’s image being used.
	+ ☐ No, I do not consent to my child’s image being used.
* **Social Media and Marketing:** Elysian may share images or summaries of group activities on social media. Individual participants will not be identified by name.

**9. Fees and Payments**

* **Term Fees:** Fees are charged per term and are payable in full before the first session. This policy ensures that Elysian can secure resources and support staffing for the entire term.
* **Refunds:** Refunds are not available once the term begins.
* **Late Payment Policy:** Payments are due before the start of the term. Late payments may result in the participant’s place being reassigned.

**10. Liability Waiver**

Elysian takes every reasonable step to ensure the safety of participants; however, parents/carers understand that participation in the Connections Groups may involve some inherent risks, particularly during outdoor and animal-assisted activities. By enrolling, parents/carers confirm they understand the risks and that Elysian staff are not held accountable for injuries or incidents that occur, except in cases of gross negligence or willful misconduct.

**11. Changes and Cancellations**

* **Program Adjustments:** Elysian reserves the right to make minor adjustments to the program to suit the needs of participants and staff availability.
* **Session Cancellations:** In the rare event that a session must be cancelled (e.g., due to unforeseen circumstances), Elysian will make every effort to inform parents/carers as early as possible and may offer a replacement session or refund where feasible.

**Consent and Acknowledgement**

I, the undersigned, confirm that I have read and understood the Terms of Service for Elysian Connections Groups. I agree to comply with the policies outlined and confirm that I have provided accurate information regarding my child’s needs. I understand and accept the program’s terms, including the participation requirements, behaviour expectations, and fees.

**Participant’s Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Parent/Carer’s Full Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_