

Thank you for your interest in joining PACSO!

Please complete the enclosed Profile form/s and return to the PACSO Office, to register with PACSO. Once we have the forms returned you will be added to our database and will then receive information about upcoming activities. We advertise Little PACSO sessions via email and on our website and Facebook Page.

To ensure you don't miss out on anything, please complete the contact details carefully. We communicate via email and text, so please provide this information and update us if it changes. You might want to 'Like' us on Facebook for more updates! Search 'PACSO Charity' to find our page.

If you have any questions about the forms or the activities we offer, please don't hesitate to contact us.

## Membership Policy

PACSO is a membership organisation, whereby the Board is elected by and accountable to a wider body of ordinary members.

### **Who can be a member of PACSO?**

1. Families who have a child with a disability (0-25 years) who live in the Chichester or Arun districts of West Sussex.
2. PACSO staff who have a child with a disability (0-25 years) who live in the Chichester or Arun districts of West Sussex.
3. Other individuals, aged 18 or over, who have an interest in supporting families who have a child with a disability, and who has skills that could benefit PACSO.

### **How much does it cost to become a member of PACSO?**

1. Membership is free for Little PACSO families. Once your child is Reception age, you will need to complete a full Profile form for them, so they can join in with more activities. At this point, you will need to pay the one-off £10 admin fee per child (including siblings) to register with us.
  - Parent carers are required to complete a Profile Form for each child/young person with a disability, and a Sibling Profile Form for each child without a disability who would like to attend PACSO activities.
  - Upon completion of the Profile Form/s and payment of the £10 fee per head, they will be registered with PACSO and will then be entitled to apply for places at PACSO clubs and activities (subject to criteria).
2. Places at PACSO activities will **not** be granted to members who have not completed an up-to-date Child Profile form – forms must be updated every year, but it is the member's responsibility to keep us informed of any changes to their child's medication, diet etc.

### **What are PACSO members entitled to?**

1. Members can attend the Annual General Meeting, and have the power to take certain fundamental decisions, such as making changes to the constitution and dissolving the organisation. They also elect Board members.
2. Members who have a child with a disability may apply for a place for their disabled child and any siblings (aged 5-18) at PACSO clubs and activities.
3. Members may apply for a place for their family at PACSO family fun days and events.

### **Cancelling Membership**

1. Members may cancel their membership at any time by contacting the PACSO Office.
2. Upon receipt of a request for cancellation, the member's details will be removed from our Database in accordance with the terms of our Data Retention Policy.
3. Any outstanding invoices owed to PACSO will be immediately payable upon receipt of any request to cancel membership.
4. The PACSO Trustees reserve the right to cancel membership of any individual who is found to pose a threat to other members or to any child attending PACSO.

### **PACSO Employees**

1. PACSO Employees may become a member of PACSO, providing that they have a child with a disability (0-25 years) and live in the Chichester or Arun districts of West Sussex.
2. PACSO staff are not entitled to cast a vote at the AGM.
3. PACSO staff are not able to serve as a Trustee because of the potential risk of a conflict of interest.

**Emma Kennedy**

**PACSO CEO with Play Lead**

Last updated: 12/03/20 (Policy V2.0)



# PROFILE FORM

## CHILD'S PHOTO

Please provide PACSO with a photo of your child.

<b>Child's Name</b>							
<b>Date of Birth</b>							
<b>Disability</b> (If no formal diagnosis then please explain their needs)							
<b>School/Nursery (if applicable)</b>							
<b>Gender</b>		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>

<b>Child's Ethnicity</b>	<b>White</b>	British	<input type="checkbox"/>	Irish	<input type="checkbox"/>					
	<b>Black</b>	African	<input type="checkbox"/>	British	<input type="checkbox"/>	Caribbean	<input type="checkbox"/>			
	<b>Asian</b>	Bangladeshi	<input type="checkbox"/>	British	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	Indian	<input type="checkbox"/>	Pakistani

<b>Other/Mixed (please specify):</b>											
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<b>Sibling/s Name/s</b>											
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<b>Are there any toys/activities/songs/places etc that your child particularly likes?</b>											
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Is your child registered with the West Sussex <b>Child Disability Team</b> ?	Yes / No	Or with the <b>CHOICE Team</b> ?	Yes / No
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If you're happy for us to contact them, please give your <b>social worker</b> or <b>support worker's</b> name & contact info:											
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<b>Parent Carers' Names</b>											
<b>Address</b>											
<b>Town</b>											
<b>County</b>						<b>Post Code</b>					

**Communication** – We communicate mostly via **email and text**, so please provide this information.

<b>Email Address</b>											
<b>Mobile Number/s</b>											
Parent/Carer – is <b>English</b> your first language?											Yes / No
If no, please state what is:											
Parent/Carer – do <b>you</b> have any additional communication needs?											Yes / No
If yes, please explain:											

### Photographs / Media

Do you give permission for us to take photos of your child for <b>our</b> records?	Yes / No
Do you give permission for us to include photos/videos of your child on <b>our Facebook and Twitter</b> ?	Yes / No
Do you give permission for us to include photos/videos of your child on <b>our website</b> ?	Yes / No
Do you give permission for us to use photos/videos of your child for publicity (including PACSO publicity, local newspapers & County Council media), fundraising applications/reports or any other future publicity?	Yes / No

### Consent – Please confirm that you consent to the following and sign and date below:

I consent to being contacted about PACSO activities, information & updates.	Yes / No
I consent to being contacted about other organisations, events & information that might be of interest.	Yes / No
I confirm that this is an accurate record of my child and I will notify PACSO of any changes.	Yes / No
I understand that by completing this registration form, I will become a member of PACSO.	Yes / No
I understand that I can cancel my membership at any time by contacting PACSO, and that my details will be removed from the PACSO Database in accordance with the terms of PACSO's Privacy Policy.	Yes / No

Signed (Parent /Carer):	Date:
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<b>For Office Use Only:</b>	Database:	Play Manager:	Membership No:
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