



15/10/22

Membership Rules

- Our membership base will consist of Parents, Carers and Guardians who must care for an individual with Additional Needs and those with suspected/diagnosed disabilities and/or life limiting medical conditions.
- Members may also include, individuals (adult parent) with additional needs, disabilities and/or suspected/diagnosed disabilities and/or life limiting medical conditions - who must parent and care for an individual with Additional Needs and those suspected/diagnosed disabilities and/or life limiting medical conditions.
- Members will be residents of Walsall, Wolverhampton and surrounding areas within our operating area (Walsall, Wolverhampton, Sandwell, Dudley, Cannock, Tamworth, South Staffs and parts of Birmingham).
- On occasion professionals will attend support groups, webinars and events delivering topics that are relevant and appropriate for the audience of our Membership base and their registered disabilities and/or life limiting medical conditions.
- We will encourage schools, relevant statutory and community organisations to sign up to our newsletter emails for the purpose of sharing this with SEND families. (Chris to put on website)
- All website Membership applications and personal information will be collected, stored and maintained in our Membership Database and access to these records by our committee and volunteers will be in line with our GDPR policy.
- Manual Membership forms will be accessible in meetings or via email for those unable to access the website - these will be processed by our group leads and submitted to our membership team and the original records will be deleted and/or shredded once they have been entered into the membership database.
- All members will be required to pay a yearly membership fee and will be contacted in October of each year to renew their membership and pay the yearly membership fee before 31st October each calendar year. (Membership team forward planning)
 - 1 child/dependent adult £5
 - 2 children/dependent adults £10
 - 3 children/dependent adults £15
 - 4+ children/dependent adults £20
- All memberships will run and renew from 1st November each calendar year up to 31st October the year after - this is standard set membership term regardless of the date of your application.



15/10/22

- All members attending support groups, family family support sessions and speaker/training sessions will pay a fee each week of £1 for each meeting attended and this will give the member access to any other meeting that calendar week free of charge.
- Each member will be entitled to a loyalty card enabling access to 10 free meetings per year and can be used at any point without restrictions.
- Non members will be able to attend meetings, family support sessions and speaker/training events - at a price of £2 per session.
- Our meeting fee is used towards operating Parent and carer support group (Walsall, Wolverhampton and surrounding areas) as a not for profit voluntary organisation, including costs such insurance, DBS Checks, Room hire, printing, drinks, family support items and administration costs and any other activities that the group provides to its members at a reduced cost.
- All activities and events will be publicised via email (mailchimp mailing list), advertised on our social media channels and Facebook group, individual meetings Messenger Chats, members area on website, online activities and in meetings/ family support sessions. This enables fair access to information on activities/opportunities available, on a first come first serve basis.
- If any member is having financial difficulties, the meeting fee for attending meetings/family support sessions and training /speaker events where their loyalty card has been exhausted, may be waived under the discretion of the Group Leads and this must be recorded with the option of a second loyalty card to be considered.
- All members agree to treat all fellow members with respect, integrity and be supportive when engaging with any other members of pcsg. All members to attend activities without fear of discrimination, bullying or any actions that may cause a divide.
- All members must adhere to not sharing details of any conversations/discussions that have taken place within our physical support group meetings, family fun sessions and/or training/speaker events. These conversations/discussions must never be shared with any other or none members and must not be discussed in the messenger chats. Information shared within the meetings or messenger chat must not leave the venue/chat. This is regardless of whether that member is within that chat group - as member confidentiality needs to be respected and members must understand that it is the choice of that member to share their own experiences outside of the physical support group meetings, family fun sessions and/or training/speaker events and these conversations should never be transferred between physical meet-ups and virtual messenger group chats without the consent of that member.



15/10/22

- If a member has any welfare concerns regarding other members following attendance at physical support group meetings, family fun sessions and/or training/speaker events or when participating in online activities and content discussed in messenger chats - they must raise these concerns with a group lead, our chair Alison Fisher or vice chair (Julieth Abrahams) who will contact the member to check in with them maintaining full confidentiality to all members involved.
- All groups leads and volunteers will enforce and follow our safeguarding procedures and policies. In situations where they feel it is necessary, they will document and share this information where required in line with our statutory duty.
- All members must adhere to not sharing or discussing any contents of the messenger chat or Facebook group posts/comments with other or none members or anyone else outside of these messenger chats groups - confidentiality must be adhered to at all times.
- Messenger chats, PCSG Facebook group and members forums on our website will have Group leads who are admin and will moderate these to ensure membership rules are being adhered too.
- All discussions held at the virtual meet-ups sessions, webinars, facebook live, online activities and quizzes, These conversations/discussions must never be shared with any other or none members and must not be discussed in the messenger chats. Information shared within the meetings or messenger chat must not leave the venue/chat. This is regardless of whether that member is within that chat group - as member confidentiality needs to be respected and members must understand that it is the choice of that member to share their own experiences outside of the physical support group meetings, family fun sessions and/or training/speaker events and these conversations should never be transferred between physical meet-ups and virtual messenger group chats without the consent of that member.
- All members interacting in our online zoom Webinars understand that these are broadcast into our facebook group, that requires you to be a member of Parent and Carer Support Group (walsall, Wolverhampton and Surrounding Areas) - members will be notified when're live broadcast will commence and will be given the opportunity to turn off their cameras to ensure that this is not included within the broadcast (members who do not turn of their camera will automatically be consenting to being included livestream including any transmission errors occurring)
- Any social media messenger chats set up by members with any other PCSG members that are not created, approved and administered by PCSG group leads is not endorsed by pcsq and therefore the content discussed is not covered by our insurance or our policies.
- Any informal member meet-ups or events attended by members with any other PCSG members that are not created, approved and administered by PCSG endorsed and therefore attending these are not covered by our insurance or our policies.



15/10/22

- Photos may be taken during members attendance at physical support group meetings, family fun sessions and/or training/speaker events. These conversations/discussions- whilst group leads will request your consent when attending these activities - where this not possible we will refer back to your membership application or other form to ascertain the consent authorised
- All Members to be given access to our GDPR Policy on applying for your membership and when updated this will be re circulated and posted to our website and social media channels/groups/messenger chats
- All members will have the opportunity join our Facebook group, messenger chat and birthday club and receive access to our members area on our website when full membership fee has been paid.
- All members will be able apply for an food parcel when referrals are being accepted and this will be subject to our delivery areas operating at that point and is dependent on volunteer delivery drivers.
- All members should be aware of our safeguarding policy and note that as part of our constitution any safeguarding concerns must be reported as per our safeguarding policy.
- All members will have the opportunity apply and receive any outreachpacks/financial support when full membership fee has been paid.
- All applications approved for membership will be issued with a PayPal invoice which must be paid within 2 months - a reminder will be sent and the application will be closed when 3 Months have lapsed.

Approved Membership Rules at Committee meeting on: 28th March 2022

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Review date: 27/10/2023