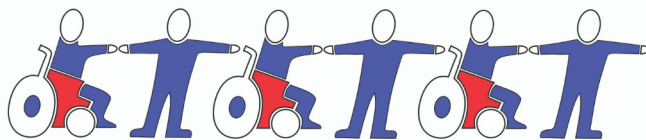




The Queen's Award
for Voluntary Service
The MBE for volunteer groups



BDCPS

'Enabling people with complex disabilities and their families to live life their way'



Welcome to BDCPS!

A guide to our services & support

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Welcome!



BDCPS is a small charity based in Bedfordshire, which for nearly 70 years has supported people with complex disabilities and their families. We were honoured to receive The Queen's Award for Voluntary Service in 2018.



At BDCPS we focus on ABILITY rather than disability. We are passionate about providing a 'greenhouse' where young people are able to grow, aspire, dream and achieve greater things. We aspire beyond just meeting the basic needs and provide extraordinary activities and adventures for extraordinary young people. Our families trust that we will provide safe activities that will enable their young person to bloom.



We also extend the greenhouse to include the whole family and provide much needed support for parent carers and siblings, including wellbeing activities, emotional and practical support and sibling adventures.



We grow organically based on the needs of our beneficiaries. We are passionate about coproducing with our families and young people and find creative ways for everyone to have their voice.

And we listen!



We pride ourselves on our ability to adapt to changing environments and have a responsive and flexible approach to all that we do. For nearly 70 years we have been enabling people with complex disabilities and their families to live life their way.

Young People Services

BDCPS are a small charity that provide specialist support for those living with complex disabilities in Bedfordshire. Please see below some of the services and support that we offer.

Skool's Out Playschemes

School Holidays (Summer, Easter and Half Terms) for 8–17 year olds.

College's Out Activities

School Holidays (Summer) for 18–25 year olds.

Little Sweet Peas

Regular play and information sessions for families with under 5's and their siblings.

Stampede

Monthly Saturday club for 5–12 year olds.

JJ's Crew

Monthly Saturday club for 13–17 year olds.

ACE Unlimited

Monthly meet up group for 18 years +

Adventures

Bespoke trips out, adventures and amazing experiences!

Siblings

Skool's Out Summer Playscheme

"Extraordinary activities for extraordinary young people."

Our Summer Playscheme takes place in the summer holidays and has been operating since 2001. Originally piloted for just two weeks this scheme has gone from strength to strength. We now operate for three weeks based at Ridgeway School in Kempston. With loads of fun activities from arts and crafts, sports, climbing, canoeing, bowling, ice skating, trips out, theatre workshops, music therapy, themed days, swimming etc. there is nothing we won't try! You will be notified in advance of the dates and activities on offer and can apply for as many dates as suits your young person and your family's needs.

We have different groups which are divided in accordance to the young people's age, needs and interests in order to provide the most appropriate activities. Each day typically has a morning and an afternoon activity on offer. We aim to provide as varied a timetable as possible and often bring in outside facilitators to provide specialist skills.



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College's Out Summer Activities*

Due to the success of our ACE Club and the need for more services for young adults with disabilities, we extended our School's Out Playscheme to include the over 18s. We operate College's Out based on a number of factors, including how many requests we have as there have recently been further social activities in and around Bedford. When it runs we provide up to two weeks of activities for our young adults. This is typically a sports week and an arts week offering a variety of fun, inspiring and creative opportunities where young people can try new things, learn lots of skills and make friends.

*please note the running of this service is very much dependent on the requests and demand as there are now many more services available – BDCPS are happy to signpost you to other services available



Skool's Out Easter and Half Term Playschemes

During one week of the Easter school holidays, we embark on either a range of day opportunities, or a theatre workshop culminating in a performance. The days, times and hours for each Easter vary depending on the activities being offered.

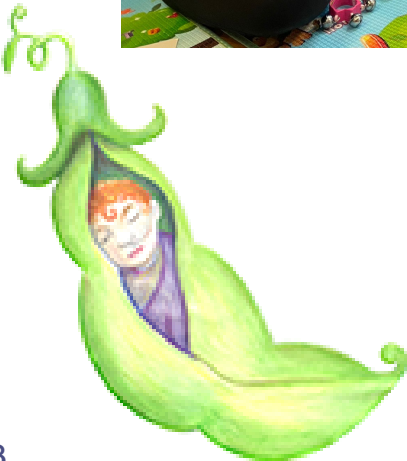
We aim to provide as many opportunities as possible for young people to live life their way and offer two days of playscheme activities during each half term (October, February and May). The days, times and hours for each half term will vary depending on the activities being offered.



Little Sweet Peas

"Guiding those first steps"

This is for children under 5 with additional needs and their siblings to come together and have a great time with music, stories and sensory play. Parents stay for a drink, a chat and some lunch which is a fantastic opportunity for information sharing and making new friends. Our friendly and professional staff are available to help with any queries, advocacy, guidance and support.



Stampede

"Breaking Down Barriers Through Play"

Stampede is a monthly Saturday Club for 5 – 12 year olds offering your young person the opportunity to meet socially with their peers and take part in stimulating activities. It operates on the first Saturday of every month. Parents are able to book up to 3 months in advance in order to secure a place. A typical session includes arts, crafts, sports, cookery, sensory activities etc. The young people then all have lunch together.



JJ's Crew

"Removing Dependence, Creating Independence."

We regularly provide a range of activities for disabled teenagers aged 13-17 in line with their mainstream peers. JJ's Crew is a lively and energetic youth club. We have lots of fun integrated with life skills including sports, cooking, arts and music.



ACE Unlimited

"Achieving, Creating, Enabling – Without Limits!"

This club is for adults aged 18+ years. The club runs as an out and about club once a month. Activities may include cinema, having a meal together, meeting for a drink at the pub and other exciting activities such as music festivals. The opportunities are fun, inclusive and are integrated with life skills designed for increased independence. The club usually runs one evening a month but this is flexible depending on the activity that is planned.



Adventures

"Thinking Big – Aiming High"

We offer a series of additional activities and experiences developed to respond to young people's dreams and aspirations for life. To date they have included music festivals, Center Parcs weekends, trips to Brighton, Silverstone, watching the rugby at Twickenham, Premier League football matches and the London Paralympics. Dates times and prices are variable depending on location, admissions, staffing etc.



Siblings

Currently we run sessions for siblings alongside the summer playscheme that allow them to engage with their disabled sibling at the same scheme, offering parents real respite time and giving siblings the opportunity to share positive experiences with their brother or sister. We also offer sibling only sessions for the young people to socialise and share their experiences with other siblings of disabled young people.



Family Support & Wellbeing

"Equipping families to face the challenges ahead"

Yoga

Weekly Wednesdays (term-time) Nidra yoga (for relaxation), 1.15-2.45 pm, at Kempston Hammers Social Club.

Walks

Weekly walks at various outdoor locations in Bedfordshire, 10:30-12:00pm.

Knit Nat Craft Chat

Online fortnightly sessions, alternating between a led craft and 'The Chatty One'. This happens on a Tuesday evening 7:15-9:15pm live on Zoom.

Creative Sessions

Ad hoc wellness activities such as sound baths, floral workshops, arts and crafts, active movement. Various locations, days and times.

Mini Holistic Therapy Treatments

Monthly mini holistic therapies such as massage and Reiki. These take place with Breathe Holistic Therapies in Sharnbrook. Various days and times.

All these sessions have the opportunity for a chat (usually some cake!) and support. For more individual targeted support and information we have a small team of Family Support Practitioners who can assist/support.

Society Funding

"Enhancing the quality of life of people with cerebral palsy"

A sub-committee which considers grants to individuals and families in need of specialist equipment such as wheelchairs or respite breaks. If you are in need of any funding then please contact us.



Registering & Booking

We ask anyone who is interested in any of our services to complete our online registration.

To register for any of our services please [click here](#) and follow these steps:

1. Choose the 'Registration' tile*.
2. Complete each section, and do the whole process, down to clicking "Complete Checkout" at the end**.
3. You should then receive a welcome message.
4. Once we have received and verified your registration request you will be able to book on to sessions.

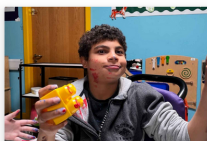
If you have any problems accessing the link, or would like some help with this process, please do get in touch bookings@bdcps.org.uk or call Ann on **07739 340682** and together we can work through getting your account set up.

**If you already use Join In with another organisation you still need to register with us but you can use the 'add another organisation' function on the app to find us. Please register yourself and then add your young people to your account.*

***Please be aware that the medical information within the registration form is just an overview and will not replace the medical information and Pen Pics required for anyone over 5 who attends a session without their parent or carer.*

STAT BDCPS

Sign-in

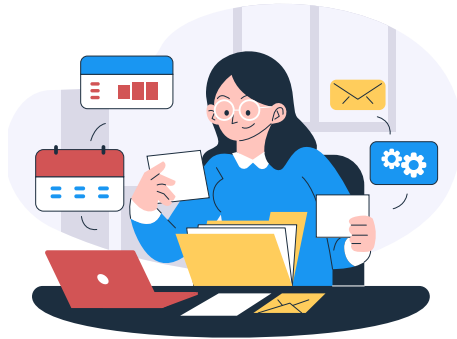


Fees, Payments & Bookings

Please see our website for information on booking slots, deadlines, when places will be allocated and payments taken.

For any bookings related questions you can email
bookings@bdcps.org.uk

**Please be aware that booking onto a session does not necessarily mean that you automatically have a place. At the point your payment is taken this confirms your place. Please contact us if you would like to discuss payments and/or set up a payment plan. You may be added to the waiting list if there are no more spaces available at the time of allocation. Once places have been allocated refunds cannot be given for any child that does not attend a booked session.*



Getting to Know Your Young Person

Once you have applied to register, this will need to be approved by our team and you will receive a welcome email.

If you are looking to attend clubs and playschemes, we will arrange a in person or online chat to discuss your child's needs and answer any questions you have.

We will create a 'pen picture,' which we ask you to read over confirm it is correct. This will be updated annually or as changes occur. We may ask your permission to work with other groups such as school staff, nursing teams etc. to gain a better understanding of them.



Training

We provide a quality training programme for our volunteer and staff team so that they are fully equipped to care for your young person.

Our training includes:

Manual Handling

Speech and Communication

Feeding – complex feeding issues and gastrostomy/JEJ tubes.

Safeguarding

Disability awareness

Epilepsy awareness and the administration of emergency medication

Allergy awareness and administration of an Epi-pen

Movement and posture

Play training

Behaviour management

Our aim is to always provide you with services that are directed by you and your young person. If necessary we will provide additional training for any need that may arise for example catheterisation, NG feeding, suctioning.

We hope you will take the opportunity to give us feedback and influence how our clubs and playschemes are operated.

What to Bring

- **Medication/equipment** required on scheme and all **emergency medication** – this includes inhalers, EpiPen's and epilepsy rescue medication. **Medication MUST have a prescription label**. You will not be able to leave your child without these!
- **Packed lunch** if possible packed in cool bag with ice blocks*.
No nuts or nut products please! Include a **drink** please.
 - **Special cutlery** if needed.
 - **Protection for clothes** if needed.
 - **Special drinking cup** if needed.
 - **Pads, gloves and wipes** (if appropriate)
 - **Sling for hoisting** (if appropriate).
- **Protective swim wear** (if appropriate) **Tegaderm (if applicable) for those with gastro tubes** using the pool.
 - If your child does not travel in a wheelchair, a **car seat** may be required (the law states): Children must use the correct car seat for their weight until they reach 135 cm tall or their 12th birthday, whichever comes first. See 'When your child needs a car seat' on the [Direct.gov.uk](https://www.direct.gov.uk) website for more information.
- **Spare set of clothes** (Please note that a lot of the activities are messy so please don't send your child in best clothes!).
- **Towels** (when swimming could you send in 2 towels so that your child can lay on one and be dried with the other – thanks).
 - **Sun cream & weather appropriate clothing** inc. sun hat, waterproof etc.
- Please only send **essential care items** – we cannot be responsible for valuables.
- Could you please **name all children's belongings** that you send to playscheme to try to avoid loss. (If you do have an item misplaced please inform staff ASAP).

**Parents should note we may not have refrigeration facilities for children's lunches and are asked to send a cool bag with ice block. No food or snacks should be nut products or contain nuts as we often have people attending sessions with severe and life-threatening reactions to these.*

Policies & Procedures

Please visit our [website](#) for a complete list of our policies and procedures.

Safeguarding

All staff and volunteers receive Basic Safeguarding training. All staff, volunteers and trustees over the age of 16 are subject to a relevant DBS check and are required to provide 2 satisfactory references.

If you have any safeguarding questions or concerns then please contact our safeguarding officer Rose McHugh
rose@bdcps.org.uk

If you are concerned about somebody working with a child you can also contact the Local Area Designated Officer (LADO)

LADO contact numbers:

Central Bedfordshire – Call 0300 300 4833

Bedford Borough – Call 01234 276693

Ofsted:

Skool's Out is now on the voluntary register with Ofsted. BDCPS has its own Unique Reference Number (URN) which is 2619485.

If anyone wishes to contact Ofsted about our services, their address is as follows:

Ofsted,
Piccadilly Gate,
Store Street,
Manchester,
M1 2WD

Get in Touch

Office Headquarters:

BDCPS
43 Bromham Road
BEDFORD
MK40 2AA

Telephone:

01234 351759

E-mail:

For general enquiries
cp.enquiries@bdcps.org.uk

Booking enquiries:

bookings@bdcps.org.uk

Fundraising:

fundraising@bdcps.org.uk

Please save the emergency mobile phone number for playschemes and clubs (held by the coordinator leading the session) Please store this in your phone so you have it available at all times.

07748582519 (Poppy)

Don't forget to check out our website www.bdcps.charity

Like & follow us on our social media platforms @BDCPS



BDCPS

Registered charity no: 1156447

