



PARENTS' GUIDELINES FOR SESSIONS

SOME HELPFUL GUIDELINES

In order that all the events go as smoothly as possible both for your athlete and for us, we ask you to follow some basic guidelines.

SESSION SIGN-UP

If you wish your child to attend a session, you need to let us know so we can make sure there are enough volunteers. If you are on the email list, you will receive information about activities and can sign up for sessions by email, the address is info@keenlondon.org. You can also phone and leave a message on **0207 250 0012**. Please state clearly the names of the registered athletes and siblings who wish to take part.

Please sign up by **midnight on the Thursday before the session**. You can assume you have a place at the session unless we contact you.

CLOTHING

Athletes need to be dressed appropriately for a sports session - comfortable, loose-fitting clothes and training shoes or plimsolls. Skirts and dresses are not advisable, especially for older girls, as there will often be a certain amount of rolling or running activities.

ARRIVING AT THE SESSIONS

Please try to arrive on time. **Please stay with your children until they are safely with a coach**. We cannot be responsible for your athlete until they are handed over. Make sure one of the coordinators knows your child is in the room.

DURING THE SESSIONS

The profile form, which you have filled in, is the best way the coaches have of understanding your athlete's individual needs. Please make sure that the information is up to date and keep us aware of any changes. Information will only be used for the purpose of these activities.

AT THE END OF THE SESSIONS

Please make sure that your athlete is collected promptly at the end of each session - it is a good idea to arrive a few minutes before the end if possible. Try and chat to the volunteer who was paired with your child and they will be able to give you a good idea of how the session went. The volunteers appreciate feedback too.

AFTER THE SESSIONS

We are always happy to hear **feedback** from athletes and parents too! Please feel free to contact us if you have any comments on the activities and the service, whether good or bad. If your athlete has enjoyed something in particular we will know to incorporate that activity again and if there is a problem then we can set about solving it.

THE COST OF KEEN

All activities are completely **free** of charge for both athletes and coaches. We fundraise to cover our running costs.

CHILD PROTECTION AND SAFETY MEASURES

At all KEEN activities, coaches take all necessary steps to protect the well-being of athletes. CRB checks (a police check of the Protection of Children Act list) are carried out on all volunteers. A copy of our child protection policy is available on request. Trained first aiders are present at all KEEN activities.

TRAINING FOR COACHES

New volunteers are required to attend an induction session before participating in KEEN activities. Many of our coaches have years of experience working with children with special needs and are veterans of the long-standing K.E.E.N. group in Oxford. In addition, we offer termly information sessions to train coaches on detailed aspects of care for children with special needs.



KEEN London
12 City Forum
250 City Road
London EC1V 8AF

Tel: 07858 899066

Email: info@keenlondon.org

www.keenlondon.org