

The Derbyshire Directory – Services for Children and Adults

What is The Derbyshire Directory?

It is a 'one stop shop' of information about voluntary, community and charitable groups in Derbyshire, launched in early 2006. The directory will include details about local care services for children and their families.

Members of the public can search the directory in three ways:

- on Derbyshire County Council's website at www.derbyshire.gov.uk
- by telephoning Call Derbyshire on 08 456 058 058
- by visiting any Derbyshire library

How to complete this form

This form is being sent to a wide variety of groups so please just complete those sections that are relevant to your organisation. Please print clearly. You can also fill in this form online at www.derbyshire.gov.uk/directory

What happens next?

When your entry is first published on the website, we will let you know. Once a year we will contact you to check that your details are up-to-date.

Any questions?

Please call 01629 585216 or email us at directory@derbyshire.gov.uk

1 Details of your organisation or group for publication

Organisation/Group Name

Address

Postcode

Organisation Tel

Organisation email

Organisation Fax

Website address

2 Where is your service offered from (if different from the address given in question 1)

If your organisation does not have a venue (e.g. you are a telephone helpline service) please ignore this question.

Address

Postcode

Telephone Number

3 Accessibility information of your premises/meeting place (e.g. ramps, stairs etc)

4 Please tell us if your service is offered in any language other than English

5 Please tell us when you are open

Day	Times	Thursday	
Monday		Friday	
Tuesday		Saturday	
Wednesday		Sunday	

6 Who is the contact person?

This information is for administrative purposes so we can contact you about your entry in the Derbyshire Directory and is **NOT** for publication on the internet

Your name

Your email address

Your mobile phone number

Your phone number

Position in organisation

Address (complete only if different to the address given in the first question)

Postcode

7 What does your service/group offer?

Please give a description of the service or activities your organisation offers (maximum 50 words)

8 Please tell us about the age range your service is offered to by completing one of the following

Minimum age

Maximum age

or 0-4 years

5-11 years

11-18 years

Over 18s

Over 60s

All Ages

9 If there is a cost for your service please give details

10 Please tell us about any referral procedure or eligibility criteria your service has

11 What areas of the county do you cover (please tick as appropriate)

All Derbyshire

Erewash

Amber Valley

High Peak

Bolsover

North East Derbyshire

Chesterfield

South Derbyshire

Derbyshire Dales

National

12 Additional information

Are you looking for volunteers to help with your work?

Yes No

Do you organise events that you would like us to promote?

Yes No

Does the organisation have an Annual General Meeting?

Yes No

If you do have an AGM, in which month is it held?

13 Additional information required from organisations working with children/young people

Does your organisation have a child protection policy?

Yes No

Do staff working one to one with children and young people receive training on child protection?

Yes No

Have your staff been issued with a satisfactory disclosure from the Criminal Records Bureau?

Yes No

Data Protection Act 1998. The telephone number, email, website and address of the organisation will appear in The Derbyshire Directory on the internet in order for people to find out about your services.

We need to know that this information is used with consent. Please sign opposite to confirm that you have read the data protection statement. Thank you.

Signature

Date