

Shout about it!

Sunderland Families Information Service, Information Directory

The Families Service Directory is designed specifically for families in Sunderland with children aged 0-19 and the practitioners who support them.

If you wish to list your activity, event, service or organisation, please complete the following form.

+ Add your activity

Giving parents information about activities, events, services and organisations that are of interest to them is what the Families Services Directory is all about. **We want to give parents a simple, easy way to find the services and activities they want.**

Adding your activity, event, service or organisation to the Families Services Directory couldn't be easier, just complete and return this form and we'll do the rest!

4 simple steps to get your information online



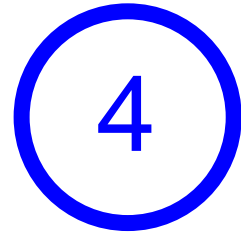
Let's get to know each other! Tell us about your organisation.



Next tell us about your activity, service or event.



Read and sign the consent form. It tells you how we use your information.



Return your completed form to the Families Information Service.

Here is how it works

When you tell us about your organisation, we'll add it to the Families Service Directory. When we receive your listing request we aim to add it to the directory within 7 working days. We'll also make the information you provide available to people who contact the Families Information Service by telephone, email, post, via their local Sure Start Children's Centre and via our face to face activities.

Your information will be listed for up to 12 months. After 6 months we will ask you to review the information so that we continue to publish. If you prefer you can tell us when to start and when to stop publishing your listing – for example a course could be advertised 3 months in advance and you may wish to stop publishing the information on the date which booking is required.

How to get in touch

If you have any questions about the Families Services Directory, please contact the Families Information Service who will be happy to help you. Our contact telephone numbers are: Sophie Maddison (0191 561 2612), Andy McCoy (0191 561 7445), Julie Martin / Emma Swinburne (0191 561 7119). You can also contact us via email fis@sunderland.gov.uk.

2 - Your Listing

The activities, events and services you offer

Now that you have told us about your organisation, please provide information about the activities, events or services that your organisation runs. You'll need to complete one page for each activity, event or service, so although we have only included one page here, you can download extra pages from our website at www.familiesinfoservice.com. Simply attach these extra pages when you return the form.

Organisation Name: ★

Name of your listing: ★

What type of information do you want to include on the directory?

Activity	<input type="checkbox"/>
Event	<input type="checkbox"/>
Service	<input type="checkbox"/>

Where does your listing take place?

If your listing takes place at the same address as your organisation, you can leave this section blank, otherwise please provide more information:

Address: ★

Telephone:

Mobile No:

Post Code: ★

Email:

Website:

More information about your listing

Please provide us with a description for your listing. This is your chance to sell yourself. Try and include what benefits there are from using your listing, who your listing is for and a general description of what it is you do.

Listing Description: ★

Does your organisation have a target age range? (e.g. 0 to 5 years)

to

How much does it cost to use your listing?

Are there any fees/charges or subscriptions? ★ Yes No

If yes please provide more information:

When does your listing take place?

Does your listing run: ★ All year School term time only On specific dates

If 'on specific dates', what is the start date and/or date for your listing?

Start date

End date

When is your listing available?

If your listing is available at the same times as your organisation, you can leave this section blank, otherwise please provide the availability times: ★

	AM From	To	PM From	To
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

If your opening times are more flexible than you can describe in the grid above, please provide more information here:

Who is your listing for?

Is your listing: ★ Open access for everyone Referral only

If referral only, please provide further information

Equipment needed

Is there any equipment that is required to take part? E.g. sports equipment, water, towel? Please describe:

More information that might be useful to users of the directory

Please tick all that apply

There is wheelchair / assisted access

Can the listing cater for participants with special needs. Could you please describe the training, support or facilities which enable people to take part:

All staff and volunteers are CRB checked

Organisation has the relevant insurance cover

Organisation has a safeguarding policy

Organisation has a health and safety policy

Organisation has an equal opportunities policy

3 – Consent Form

Making your listing work harder

We are also able to promote your service via our website (www.familiesinfoservice.com) and Facebook page (www.facebook.com/SunderlandFIS). Please tick here if you form if you would like to take up this option.

The Directory Team will make your information available to the public and other local authorities by:

- Telephone – people who ring us for information are given contact details,
- Post/Fax/Email – printed lists of services are posted/faxed or emailed in response to enquiries,
- Face-to-Face – printed lists are given to anyone who visits our offices, children centre's or those people who visit our outreach events,
- Internet – Information will be made available through Local Authority Web pages, government sites such as Direct.Gov (www.direct.gov.uk) and other licensed channels. Please note that information available via the internet may be accessed by people in countries and territories outside the European Union (EU) which may operate different levels of data protection than apply in the United Kingdom.

Declaration

I have read the information provided above and agree for my details to be made available to the public on the Families Service Directory:

Name	
Signature	
Organisation Name	
Date	

Please note that unless ALL of this sheet is completed, signed and returned to the Data Team we will be unable to make your details available online.

You may withdraw or change your consent at any time by writing to: Families Information Service, 1st Floor, City Library and Arts Centre, Fawcett St, Sunderland, SR1 1RE.

Data Protection Act: the information you provide will be held by the Families Information Service and supplied to the public and on the internet only if you have given your consent. If you do not give consent then it will be held for local authority regulated mailings and statistical purposes only.

4 – All done!

Thank you for taking the time to complete this form. We aim to have your information uploaded to the directory within 7 days. If you have any further questions about the directory you can contact us on one of the following numbers:

- Sophie Maddison - 0191 561 2612
- Andy McCoy - 0191 561 7445
- Julie Martin / Emma Swinburne - 0191 561 7119

You can return you form via email to fis@sunderland.gov.uk or post to:

Families Information Service, 1st Floor, City Library and Arts Centre, Fawcett St, Sunderland, SR1 1RE