**Enabling Environments Joining Form**

Please ensure this form is completed as fully as possible, the information assists us with supporting your service to take part in the project and with monitoring the diversity of the services which are taking part.

**About Your Service**

**Name of Environment** applying for membership (e.g., name of ward/wing/unit):

Click or tap here to enter text.

Type of Environment (e.g., is it a ward/wing/unit):

Click or tap here to enter text.

**Name of Establishment** (e.g., name of hospital or prison):

Type of Establishment (e.g., school, hospital, prison):

Click or tap here to enter text.

Client Base (e.g., offenders, homeless, looked after children etc.)

**Name of Organisation** running your establishment if applicable:

What sector is your establishment in? (e.g., CJS, NHS, Voluntary, Education etc.)

Click or tap here to enter text.

Name of Governing Body (e.g., DoH, MoJ, etc.)

Click or tap here to enter text.

**Contact Details**

Address:

Post Code: Click or tap here to enter text.

*Enabling Environment Lead in your service:*

Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Telephone Number:

Email Address: Click or tap here to enter text.

*Management/Leadership contact:*

Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Telephone Number: Click or tap here to enter text.

Email: Click or tap here to enter text.

**About Your Providers and Recipients**

What term is generally used to describe providers within your environment? (those who provide the service e.g., officers, staff etc.)

How many providers are there in your environment?

Click or tap here to enter text.

What term is generally used to describe recipients within your environment? (those who receive the service e.g., patients, residents etc.)

How many recipients are there in your environment?

Click or tap here to enter text.

What is the average length of stay for your recipients?

Click or tap here to enter text.

What gender are the recipients in your environment?

Male [ ]

Female [ ]

What age range are the recipients in your environment?

Children (under 12) [ ]

Adolescents (13-18) [ ]

Adults [ ]

Adults over 65 [ ]

What is the client group of your recipients? (e.g., personality disorder, learning disability, physical disability etc.)

Click or tap here to enter text.

Please give a brief description of your environment

Is the environment you wish to register located in one building? If no, please describe the physical environment e.g., 3 homes on one site, 2 hostels in different locations etc.

Do you have any additional comments?

Click or tap here to enter text.

**Subscription**

To Join Enabling Environments please select from the payment options below (further details on membership benefits are available at the end of this form):

£515+VAT for associate membership ☐

£2060+VAT for one year membership (annual fee) [ ]

£4635+VAT upfront three-year membership [ ]

£6180+VAT upfront payment for a full three-year EE+ membership [ ]

Fee invoices will be issued on registration and annually thereafter, based on your choice of membership type.

**Invoice Details**

Please provide details for invoicing of the membership fees:

Name: Click or tap here to enter text.

Job Title: Click or tap here to enter text.

Invoice Address: Click or tap here to enter text.

Postcode: Click or tap here to enter text.

Telephone number:

Email address: Click or tap here to enter text.

Do you accept invoices by email? Yes [ ]  No [ ]

Service/Organisation Purchase Order (PO) number: Click or tap here to enter text.

By completing and submitting this form you are agreeing to the following expectations of Enabling Environments membership:

* Provide a link person to liaise with the Enabling Environments team and update the team if this changes.
* Commit to returning all necessary correspondence to the Enabling Environments team in a timely manner.

**Declaration of Membership**

I would like to become a member of the Enabling Environments Project. I understand that by accepting these conditions I agree to be invoiced annually (or once the current membership expires) unless I inform Enabling Environments otherwise. I understand that to retain the Enabling Environments award a service needs to maintain their membership payments. I understand that this is a self-driven process and if the services of the Enabling Environments Project are not utilised, payment of membership fees will still apply. I certify that the above information is true and correct to my knowledge. I agree to follow the Enabling Environments Terms and Conditions in relation to receipt and maintenance of the Award (please refer to the process document).

Signed:

Name: Click or tap here to enter text.

Date: Click or tap here to enter text.

# Enabling Environments Journey: Terms of Membership

Services must be fully paid members in order to undertake an assessment for, and to receive, the Enabling Environment Award and must remain fully paid members throughout the course of the three-year award. If a service is not a fully paid member at the time of their assessment report being presented to the Award Panel, they will not be eligible to receive either a Certificate of Achievement or Award Certificate following the Panel’s decision.

**Associate Membership Terms**

One-year (12 calendar months) membership

* One-year (12 calendar months) contract.
* Fee must be paid up front for the full year.
* Associate membership provides limited access to resources and support (see *Benefits* below).
* Does not include and Enabling Environment Assessment.

**Full Membership Options Terms**

One-year (12 calendar months) rolling membership.

* One-year (12 calendar months) contract
* Fee must be paid up front for the full year.
* Membership will be re-invoiced annually.
* To cancel membership, members must inform the EE Project team at least two months before the annual renewal is due.
* Includes one assessment visit per 12-month period.
	+ Members holding a one-year membership should book their assessment visit during month 8 of their membership or before, to ensure the visit can occur during their membership. Membership will need to be renewed for a Certificate of Achievement or Award Certificate to be issued.
	+ To be eligible for partial reassessment (by submitting evidence for only unmet standards) following the granting of a Certificate of Achievement members must show continuous membership of the project from the time of the certificate being granted.
* Three months’ notice is required of the preferred date of assessment.

Three-year (36 calendar months) membership contract

* Three-year (36 calendar months) contract.
* Fee must be paid upfront for the full three years.
* The discounted contract will automatically expire after three years and the membership will revert to a one year rolling contract (terms as above) at the full rate unless a new discounted three-year contract is requested.
* To cancel the contract at any time members should contact the EE project team in writing.
* No refund is available for unused parts of the three-year contract.
* Three-year membership includes an assessment plus a second assessment visit if the member does not achieve the Award in the first assessment. (Further assessment visits will be available at a cost if required).
* Three months’ notice must be given of preferred assessment dates.

**Terms of membership applying to all members**

In addition to the terms above the following information, applicable to all membership options, should be noted:

* A signed joining form submitted to the Enabling Environment project team is confirmation of contractual agreement to pay for the membership option requested therein.
* Memberships will run from the date the membership invoice is raised by the Royal College of Psychiatrists to the end of the agreed term (one or three years). Membership start dates cannot be delayed or revised during the agreed term.
* Paid membership of the EE project entitles the member to the benefits as outlined below dependent on type of membership. The project cannot be held responsible if any member does not make use of the benefits during the membership period and no extension to the membership period will be granted due to non-use of the benefits available.

Membership of the Enabling Environments project provides each member with the following benefits and requirements:

|  |  |  |  |
| --- | --- | --- | --- |
| ***Benefits*** | Associate  | Full 1 Year  | Full 3 year  |
| Membership pack by email | **X** | **X** | **X** |
| Online access to additional copies of portfolio templates and self-assessment documents  | **X** | **X** | **X** |
| A full set of personalised questionnaires prior to each assessment visit |  | **X** | **X** |
| Free attendance at EE training courses | Limited to two places per year | **X** | **X** |
| The opportunity for a member of the service to take part in assessment visits as an Expert by Experience |  | **X** | **X** |
| The opportunity to attend other services’ assessment visits as visitors | **X** | **X** | **X** |
| Unlimited access to EE Telephone Clinics (subject to availability) | **X** | **X** | **X** |
| Assessment visit |  | **X** | **X** |
| 12- and 24-month interim reporting templates |  | **X** | **X** |
| Unlimited number of memberships of the EE Knowledge Hub during membership | **X** | **X** | **X** |

|  |  |  |  |
| --- | --- | --- | --- |
| ***Requirements*** | Associate | Full 1 year | Full 3 year |
| Communicate regularly with the EE Project Team regarding your progress | **X** | **X** | **X** |
| Pay invoices in a timely manner | **X** | **X** | **X** |
| Provide three months’ notice to book an assessment visit |  | **X** | **X** |
| Provide one member of your service each year to take part in Enabling Environments assessments for other services |  | **X** | **X** |

A list of all members is available on the website and updated regularly. This information will record:

* The fact that a member is participating in the EE Journey.
* Those that have achieved the Enabling Environment Award or the Certificate of Achievement.