**Craven** **Warm and Welcome Places Directory**

Please provide the following information so that we can add your venue to our directory.

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| 1.What is the name of your organisation. |  |
| 2.What is the address (include postcode) of your Warm and Welcome Place? |  |
| 3.If a resident had a query about your Warm and Welcome Place, give the name of the person they should contact. |  |
| 4.Contact telephone number |  |
| 5.Contact email address |  |
| 6.What days and times is your Warm and Welcome Place open? |  |
| 7.Describe briefly what people can expect when they visit your Warm and Welcome Place. |  |
| 8.Tick below all the facilities, amenities and activities that someone could expect at your Warm and Welcome Place. |
|  | Accessible entrance |  | Baby changing facilities |
|  | Accessible toilet |  | Car parking |
|  | Hot drinks, cordial and biscuits |  | Magazines / Newspapers |
|  | Free wi-fi |  | Library corner/ Book borrowing/swap |
|  | Free use of computers |  | Boardgames / Jigsaws |
|  | Free use of tablets / devices  |  | Children’s play equipment |
|  | Charging facilities for phones & devices |  | Television |
|  | Desk space for working or studying |  | Outdoor space / activities |
|  | Other Activities, please describe  |
| 10.Do you offer any Advice, Information or Guidance? If so, please tell us what type you offer. |  |
| 11.Is your Warm and Welcome Place accessible by public or community transport? |  |
| 12.There is an expectation that the basic offer of a Warm and Welcome Place is free of charge. If you intend to charge, even if it is a “pay what you can afford” or ask for donations for any of your services or activities please provide details here.  |  |
| 13. Please confirm that your organisation has Public Liability Insurance |  |
| 14. Please confirm that your organisation has a Safeguarding Policy & Procedures |  |
| 15. Please confirm that your organisation follows all required Food Hygiene and Safety Regulations  |  |
| 16. Please confirm that your organisation will welcome anyone who needs it and treat everyone equally, with dignity and respect and agrees to follow the Craven Warm and Welcome Places Charter  |  |

If you have any questions about completing this form

please contact Kate Senior ksenior@cravendc.gov.uk

**Craven Warm and Welcome Places Charter**

* People using your venue will be given a warm welcome from your staff and volunteers.
* Everyone in Your Warm and Welcome Place will treat each other with dignity and respect.
* Your Warm Welcome Place will be a safe space for everyone and your staff and volunteers will follow your safeguarding policies.
* Your Warm Welcome Place will be non-judgemental and people using your place will be treated the same and never judged.
* You will treat people confidentially and not share information they give you with anyone else unless they give you permission, or you must because of your safeguarding policies.
* Warm Space participants will be expected to adhere to their own safeguarding policies and ensure that all staff and volunteers are briefed on these procedures.

Please email completed forms to

Kate Senior at Craven District Council

ksenior@cravendc.gov.uk