**Manual Handling Booking Form**

**Course Details**

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| **Course Title:** | Full Day | Refresher | Risk Assessment |
| **Date:** |  | | |
| **Venue:** | Kedleston Road Training Centre | | |

**Senco Details**

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| **Name:** |  | | |
| **Setting:** |  | | |
| **Telephone:** |  | | |
| **E-mail:** |  | | |
| **Name of child/ children you are/will be supporting with manual handling transfers:** |  | | |
|  | **Name** | **Job Title** | **Email Address** |
| **Attendee 1** |  |  |  |
| **Attendee 2** |  |  |  |
| **Attendee 3** |  |  |  |
| **Attendee 4** |  |  |  |
| **Attendee 5** |  |  |  |
| **Attendee 6** |  |  |  |
| **Attendee 7** |  |  |  |
| **Attendee 8** |  |  |  |

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| **Please return this completed form to:**  STePS Admin, Derby City Council, The Council House, Corporation Street, Derby,  DE1 2FS or email: stepsadmin@derby.gov.uk |
| Please complete one form per setting. An email confirmation will be sent to you once we have received the booking form.  Manual Handling (full day) has a charge of £100. Refresher and Risk Assessment training is free.  Please note that if your training course has a charge, payment will be taken 2 days before the training date. |
| ***Privacy Notice (STS Layer 1)*** *Personal data provided will be stored and processed by the Specialist Teaching and Psychology Service for the purpose of providing support to the child/young person identified. This support will help to ensure the child/young person’s needs are fully understood (Children and Families Act 2014); any barriers to learning are removed or minimised; the child/young person has access to their educational entitlement (Equality Act 2010, Human Rights 1998) and the child/young person has the opportunity to achieve and maintain a reasonable standard of development (Children Act 1989). We may share this information with other Council departments, schools in Derby (if appropriate), Medequip, Guide Dogs for the Blind and health colleagues working for the NHS. For further information about how your personal information will be used, please visit* [*www.derby.gov.uk*](http://www.derby.gov.uk) *where you can see a full copy of our privacy notice. Alternatively you can request a hard copy from –* [*stepsadmin@derby.gov.uk*](mailto:stepsadmin@derby.gov.uk) |