

[PROJECT]
GROUP CONTRACT

1. PROJECT DESCRIPTION

[Project Description]

The methods and code of practice of [Project] are based on the concepts of opportunity, empowerment, access and creative expression.

Participation in [Project] is a special opportunity, and each person involved is entitled to a positive experience. As part of this philosophy, all participants are required to adhere to the agreed contract set out hereunder.

2. EXPECTATIONS FOR THE PROJECT

Following group discussion, the following are the agreed outcomes and outputs that the project participants hope to achieve over the course of the project.

[List of agreed objectives and anticipated outputs and outcomes]

3. SAFETY

Each participant should acquaint him/herself with the emergency procedures and assembly points of any premises used by [PROJECT]. In the event of a fire or other emergency, participants should go directly to the emergency assembly point and must not leave the assembly point until he/she has been accounted for.

[PROJECT] is not responsible for participants outside of [PROJECT] hours. Participants are insured strictly for the activities of [PROJECT]. Participants are not covered for insurance once they leave a [PROJECT] activity and no responsibility will be taken for participants outside of these activities.

4. MEDICAL

Regarding medical conditions and contact information, it is the responsibility of each participant to ensure that they have completed this part of the participation form honestly and in full. Should a participant wish to alter this information at any time, they can do so in writing to [Organisation].

5. ATTENDANCE

- Participants should attend all project activities.
- Participants must be on time for all activities.
- If a participant knows they will be unable to attend an activity, he/she should inform the Facilitator at the earliest opportunity and no later than the two days before the scheduled activity.
- If a participant is unable to attend an activity at short notice, he/she should contact the Facilitator at the earliest opportunity.
- During activities, participants should remain in parts the premises approved by the Facilitator for use by [PROJECT] and should not leave the premises at any time during activities, unless permission to do so has been given by [PROJECT] staff.

6. SMOKING, ALCOHOL & ILLEGAL DRUGS

[PROJECT] conducts a no-smoking policy. This applies to all participants and Facilitators during [PROJECT] activities, or while on any premises used by [PROJECT]. The consumption of alcohol at [PROJECT] activities is not tolerated, nor should alcohol be brought onto any premises. In accordance with the law, the possession of illegal drugs is strictly prohibited by [PROJECT]. Any participant found in possession of illegal drugs will have their participation in [PROJECT] revoked immediately.

7. PARTICIPANTS RIGHTS

Each participant has the right to -

- Fully participate in the activities and to become involved in the democratic decision-making processes of [PROJECT].
- Be informed of the activities and rules of [PROJECT].
- Voice their needs or concerns to responsible personnel of [PROJECT].
- A considered response in the event of a personal grievance.
- Express his/her views freely, always having respect for others.
- Feel safe at all times.
- Be protected from any bullying, violence or anti-social behaviour from others.
- Have his/her personal space and privacy respected.
- Not be subjected to inappropriate behaviour, physical, verbal or otherwise by another participant or by a Facilitator/Staff Member.
- Have his/her personal property respected at all times.

8. PARTICIPANTS CHARTER

Each participant is expected to -

- Respect [PROJECT] Staff and Facilitators and abide by any reasonable requests they may make.
- Assist Facilitators in workshop preparation and clean-up.
- Respect other participant's personal property.
- Be sensible in their approach to their own safety and that of other participants.
- Have mobile phones powered off during [PROJECT] activities.
- See other participant's point of view.
- Share space equally.
- Avoid, or think before, making personal comments or accusations.
- Share opinions without insisting they are right.
- Tolerate other participant's differences and respect their beliefs.
- Include everyone.
- Encourage cooperation and avoid conflict.
- Listen, learn, tolerate and take part.
- Be open and enthusiastic.