

# Gateway Award Centre Guidelines

**Please read the following guidelines carefully, and contact the Gateway Award manager if you have any questions.**

## Website

By registering as a centre, Gateway Award centres agree to use the Gateway Award website to register participants to take part in the Gateway Award, pay the relevant fees, record and monitor participants' progress, submit evidence and keep information up to date.

If a participant is created in error, please notify Mencap as soon as possible.

By using the Gateway Award Website, Gateway Award centres are agreeing to abide by the terms and conditions of the Mencap Website. Please read the terms and conditions, available here: **[www.mencap.org.uk/terms-and-conditions](http://www.mencap.org.uk/terms-and-conditions)**

New participants created on the Gateway Award system will need to be paid for online or via invoice or cheque. Existing participant places cannot be swapped if an individual drops out.

Mencap will support and guide centres to use the website and maintain it.

## Award materials

Mencap owns the copyright for the Gateway Award and all award materials. You are permitted to use and reproduce the materials only for the purpose of operating the Gateway Award, and not for any commercial gain.

The centre confirms that it will operate the Gateway Award in accordance with the materials provided to it by Mencap and shall not make any alterations or amendments to those materials without Mencap's written consent.

Mencap will provide the organisation with materials to enable them to operate the Gateway Award within its centre.

## Assessment & Approval

Gateway Award centres should monitor the progress of participants using the forms available on the website. The Gateway Award centre supporters are responsible for checking that participants have completed the requirements for each section, signing off sections, and sharing relevant evidence with Mencap. Centres are responsible for ensuring that fair and transparent processes are in place to review and assess Gateway Award participants. Further information on the assessment process is provided in the Gateway Award guide.

## Safeguarding

The safety and wellbeing of participants and all activities undertaken as part of the Gateway Award are the responsibility of the Gateway Award centre. It is the responsibility of Gateway Award centres, and their staff/volunteers, to ensure that robust safeguarding and vulnerable adult policies and procedures are in place, and are adhered to. By registering as a centre, the centre confirms that it will:

- undertake risk assessments for the activities to be undertaken as part of the Gateway Award
- ensure that it has child protection and vulnerable adults policies in place, and that all staff and volunteers involved in the project have undergone the appropriate CRB checks as required for people working with children and vulnerable adults.
- purchase and maintain suitable and adequate insurance with regards to any activities undertaken by the centre as part of the Gateway Award

## Data Protection

To register as a Gateway Award centre and as a participant, Mencap need to collect and store your personal data including your name and contact details. We will keep your information in a safe place. We will destroy it after 5 years unless you ask us to do so at an earlier date.

We will not give your personal details to anyone outside of Mencap without your consent, unless we must by law. For more information please see Mencap's data protection and privacy policy regarding the way in which we use and store your personal data.

**[www.mencap.org.uk/our-privacy-policy](http://www.mencap.org.uk/our-privacy-policy)**

Gateway Award Centres, and Mencap, agree to comply with the provisions of the Data Protection Act 2018.

## Partnership Working

Gateway Award centres agree to cooperate and work collaboratively with Mencap and any other third party organisations or individuals participating in the Gateway Award. Mencap will work collaboratively with its centres by providing support, advice, and up to date information, as noted in the Roles and Responsibilities document.