

**Cornwall Bereavement Network**  
**Listing Application**



**Thank you for your interest in being listed in our directory.**

**CBN exists to support bereaved people in Cornwall, and expects every organisation listed in its Directory to share its aims, ethics and principles which are set out in our Terms of Reference [insert link] - above all, the directory is not intended to be an advertising platform for organisations or businesses seeking to make commercial or political gain. The inclusion of a service or organisation in the Directory is entirely at CBN's discretion.**

**If you wish to be considered for inclusion, please read our 'Terms of Reference' carefully then complete and return this form to [admin@penhaligonsfriends.org.uk](mailto:admin@penhaligonsfriends.org.uk)**

**1. Statement of Compliance by Applicant**

On behalf of the applicant organisation, I confirm that:

- I have read, understood and agree to meet and comply fully with all the aims, objectives, principles, terms and standards set out in the Terms of Reference.
- I accept that inclusion in the CBN Directory is at the absolute discretion of the CBN Advisory Group, and that a listing may be revoked at any time
- I will provide any information reasonably required by CBN to demonstrate compliance with the Terms of Reference
- I will, at all times, ensure that all representatives of the applicant organisation conduct themselves in accordance with CBN's Terms of Reference
- I will not make any statement or carry out (or permit to be carried out) any action that could bring the reputation of Cornwall Bereavement Network into disrepute.

Signed.....Name.....Position.....

**2. Please tick to confirm that you/your organisation:**

Have read and understood Cornwall Bereavement Network 'Terms of Reference', and will ensure that all members of my organisation do likewise	<input type="checkbox"/>
Holds relevant insurances in respect of public liability. Please provide a copy of your current Policy of Insurance	<input type="checkbox"/>
Has, if working with vulnerable adults or children, safeguarding in place procedures that meet statutory requirements to ensure the wellbeing of anyone accessing the service	<input type="checkbox"/>
Has robust safeguarding procedures in place to ensure the wellbeing of anyone working for or representing the service your organisation provides	<input type="checkbox"/>

<p>Subscribes to the Bereavement Care Service Standards 2014 as a benchmark against which to evaluate your service wherever relevant to your specific service:  <a href="https://nationalbereavementalliance.org.uk/bereavement-care-service-standards/">https://nationalbereavementalliance.org.uk/bereavement-care-service-standards/</a></p>	<input type="checkbox"/>
<p>Are a member of a professional body relevant to your industry or service (where applicable)</p> <p>Please list below, and provide evidence of membership with your application</p> <p>Please provide, if you have one:</p> <ul style="list-style-type: none"> <li>• A copy of your complaints procedure</li> <li>• A copy of any client or users charter</li> <li>• Any policy, document or other evidence to demonstrate how you protect the rights or interests of people using your service (eg access to an independent complaints adjudicator or ombudsman)</li> </ul>	<input type="checkbox"/>
<p><b>CHILDREN &amp; YOUNG PEOPLE</b></p> <p>If you provide support to children and young people following bereavement then you do so in line with national guidance produced by 'The Childhood Bereavement Network' which can be found here:  <a href="https://nationalbereavementalliance.org.uk/guidelines-for-good-practice-in-child-bereavement-services/">https://nationalbereavementalliance.org.uk/guidelines-for-good-practice-in-child-bereavement-services/</a></p>	<input type="checkbox"/>
<p>Will not use Cornwall Bereavement Network for advertising purposes</p>	<input type="checkbox"/>
<p>Will not use Cornwall Bereavement Network for any political cause</p>	<input type="checkbox"/>
<p><b>GROUP SUPPORT</b></p> <p>If you run bereavement groups you do so in line with national guidelines to ensure support is provided to the highest standard:  <a href="https://nationalbereavementalliance.org.uk/ourpublications/guidelines-for-delivering-bereavement-support-groups/">https://nationalbereavementalliance.org.uk/ourpublications/guidelines-for-delivering-bereavement-support-groups/</a></p>	<input type="checkbox"/>
<p>Ensure that your website and its content reflects the services that you offer users of our website, and that all information on your website is accurate, up-to-date and is not misleading</p>	<input type="checkbox"/>
<p>Contribute to the 'networking' element, by participating and sharing to help build better working relationships, understanding of services and resources available to the bereaved and those managing end of life care</p>	<input type="checkbox"/>
<p>Work in collaboration with other representatives within the sector to help achieve our network aims</p>	<input type="checkbox"/>

**3. Please tell us about you/your organisation and help us create your listing**

Name of service/Organisation:	
Your Name:	

Your job role:	
Your email address:	
Please describe your service type (e.g Funeral Director/Bereavement Support Service/ Bereavement Group/Hospice etc):	
Please tell us about your service/organisation and what you offer the bereaved or for end of life care (this information may be used in your listing):	
Please explain, in no more than 100 words, why you wish to be part of CBN and why you believe your organisation has something to offer which will be likely to benefit bereaved people in Cornwall	
Please tell us about what costs there may be to a client/service user. Some examples: <ul style="list-style-type: none"> <li>• All our services are free</li> <li>• We charge for membership only</li> <li>• We charge for all our goods and services</li> <li>• We have a helpline at no cost</li> <li>• We always give free initial advice and will not make any charge to any service user without clear prior written agreement</li> </ul>	
<b>Contact details for the website listing</b>	
Telephone Number:	
Email:	
Website:	
<b>Please look at our website and tell us which categories your listing would be most suited to:</b>	

If you have a logo, please send this to us as a PNG or JPEG file by email with this application.

Please note:

Any personal details or data collected are held as detailed within our Privacy Policy.

Cornwall Bereavement Network shall assess each application to satisfy itself of compatibility with the Terms of Reference of CBN

Cornwall Bereavement Network may decline to make a listing, to amend or revoke an existing listing on this website in its absolute discretion.

You shall not use Cornwall Bereavement Network name or logo in any form other than as a referral to the CBN website, nor imply any endorsement of your services by Cornwall Bereavement Network without our specific, prior written consent.

Cornwall Bereavement Network adopts no responsibility or liability for any of the services listed in the directory, and engagement with any of the services listed by an individual is at the individual's own risk. If any report is received by CBN which raises a possibility that a listed service provider may not have complied with any part of its obligations to bereaved people in Cornwall, CBN may suspend, remove, revoke or amend a listing without notice and in its absolute discretion.

If the application is successful, my mailing and subscription preferences are

- Distribution List - for anyone interested in bereavement services provided in Cornwall
- Networker List - for anyone interested in joining professional networking events & meetings
- Directory Listing - for those providing bereavement services or end of life care

Please also remember to subscribe to our distribution and networking lists via our website!

Thank you, we look forward to receiving your application.

#### STATEMENT

I confirm that the details I have provided above are true and accurate in all respects

Signed.....

Name .....Position.....date.....