

## Terms and conditions for Service Providers

Thank you for agreeing to be part of Simply Connect Bromley - the social prescribing referral service for Bromley.

So we can safely refer individuals to your service and provide consistent levels of service to individuals directed to your service via the Simply Connect Bromley website, we ask you to agree to abide by the following, before completing the [registration form](#):

- Acknowledge each referral made to you within 7 working days telling the individual when they can expect to receive service or a more detailed contact from you.
- If, at any point you are unable to continue to take referrals due to loss of service or due to demand placing long waiting lists for your service/activity, you commit to contacting Simply Connect Bromley at the earliest possible opportunity.
- Adhere to the [Privacy Policy](#) of this website, <https://bromley.simplyconnect.uk/>.
- Have appropriate insurance in place for your activities, staff and volunteers.
- Have in place information and data confidentiality policy and data protection policy and procedures which are appropriate for your organisation/group/activity and comply with all current legislation.
- Have in place Safeguarding Policies and Procedures which are appropriate for your organisation/group/activity and comply with all current legislation.
- Have in place Equal Opportunities Policies and Procedures which are appropriate for your organisation/group/activity and comply with all current legislation.
- Have in place DBS checks for staff, trustee and volunteer roles that are eligible.
- Have in place Health & Safety Policies, Risk Assessments and Procedures which are appropriate for your organisation/group/activity and comply with all current legislation.
- Operate within a recognised constitution, set of rules or written governing document.
- For each of your organisation's listed activities have a named person with contact details available on the Simply Connect Bromley website with the authority to take referrals.
- Have a named, senior person\* responsible for all of the above to act as a main contact for Simply Connect Bromley staff.

If there are any elements of the above that prove challenging for your organisation, **please don't walk away from registering with Simply Connect Bromley!** Contact us at [admin@communitylinksbromley.org.uk](mailto:admin@communitylinksbromley.org.uk), to find out how we can help to develop necessary policies and procedures.

Simply Connect Bromley, <https://bromley.simplyconnect.uk/>

Simply Connect Bromley is the social prescribing service run by [Community Links Bromley](#). Community Links Bromley manage and maintain the directory of services and activities, and support service providers.