

Consent Form for Children's & Youth Groups

CONFIDENTIAL

PLEASE READ CAREFULLY AND COMPLETE BOTH SIDES OF THIS FORM



www.hbc.org.uk

About your child

Name:

Gender: Male Female

Permanent address:

Date of birth:

Age School year:

City/Town:

Postcode:

Medical information

NHS number:

Doctor:

Surgery telephone:

Surgery address:

Are all vaccinations up to date? (tick one) YES NO

Please provide details of any medical conditions, allergies, special dietary requirements or additional needs (include details of any regular medication that your child takes):

About you, other parents or carers, and emergency contacts. Please provide at least 2 contact details.

Contact name 1*:

Relationship to child:

Email:

Landline:

Mobile:

**We will use this information to contact you about events and activities relating to those that your child/ren are involved in and in case of an emergency.*

Contact name 2:

Relationship to child:

Email:

Landline:

Mobile:

Contact name 3:

Relationship to child:

Email:

Landline:

Mobile:

Anything else that would be useful for us to know? i.e behaviour needs etc...

Behaviour and Responsibility

All leaders will treat children with care and respect, and they expect the same in return. Leaders expect children to behave acceptably (depending on age), and as they get older to take increasing responsibility for their actions and possessions.

PLEASE TURN OVER

Photographs and video

Photographs and video are sometimes taken during HBC Chester activities. Images are used:

- to help children have good memories of church activities
- in videos or slideshows for use in church events (e.g. Sunday services)
- for publicity purposes, including on the church website and related social media

HBC Chester is committed to safe practice when dealing with images of children. No names or any other personal information, which could enable identification of a child, are used. The use of images is subject to the HBC Chester, Safeguarding Policy and relevant Individual Group Policies, which provide safeguards against misuse of the images. Images are securely stored and password-protected, subject to the legal requirements of the Data Protection Act (1998) and in accordance to our GDPR policy.

If you do not want photographs and video to be stored and used in this way please tick the box below. It is not possible to opt out of only some uses of photographs and video because of the practical difficulties this causes for those using material in church publicity contexts.

Privacy

ONLY TICK THE RED BOX IF YOU DO NOT GIVE PERMISSION FOR THE USE OF PHOTOGRAPHS OF YOUR CHILDREN IN ANY CONTEXT



HBC Chester will store the details on this form, subject to the legal requirements of the Data Protection Act (1998) and in accordance with our GDPR Policy (available from the church office and our website), for the purposes of promoting and enabling the activities for which the church exists, safeguarding, and facilitating emergency care. HBC Chester will maintain the confidentiality of this information and will never communicate it to people or organisations outside the scope of church activities (except in cases of medical emergency or when required by appropriate legal authorities).

Communication

For some of our children's and youth groups we have parents/carers WhatsApp groups to easily communicate key dates and information. If you are happy to be added to the relevant WhatsApp group consisting of the other parents/carers and leaders of the group your child attends, please indicate below. Once added you may leave the WhatsApp group at any time.

Please add me to the relevant WhatsApp group. (We will add the mobile number of contact 1 as indicated above unless otherwise stated)

COMMUNICATING WITH YOUNG PEOPLE*

**For primary school children we will contact parents/carers with the relevant information via email, text or letters using the information provided on the 1st page.*

FOR HIGH SCHOOL CHILDREN ONLY

I consent to youth leaders communicating with my child (e.g. about group meeting times) via phone, SMS, email or social media, subject to HBC Chester's Safeguarding Policy. These forms of communication will be monitored by our Youth Workers and Associate Leader.

A copy of the Safeguarding Policy is available from our church website, church office or group leaders. www.hbc.org.uk

I give permission for youth leaders to communicate with my child using (tick all that apply):

Home phone: Mobile: Child's mobile number:

Social media: Email: Email address:

Your consent

I consent to my child joining in the normal activities of HBC Chester group(s) of which they are a part. (Additional permission may be required for certain activities. E.g. outings including adventurous activities.) (please tick)

I consent to my child being transported by HBC staff and volunteers when necessary to and from HBC activities in accordance with our safeguarding policy. (please tick)

I consent to leaders giving my child medication as provided and instructed by me during an event. If, in an emergency, the contacts named above cannot be reached, I consent to my child receiving necessary medical or dental treatment (including anesthetic) when medical staff believe that a delay would be inadvisable. (please tick)

I consent to receiving email newsletters containing important information for parents and understand that I may subsequently opt out of receiving them. (please tick)

Signature of parent or guardian:

Date:

HBC CHESTER
GENERAL DATA PROTECTION REGULATION
PRIVACY NOTICE (Children & Young Person activities)

Under Data Protection legislation the Church's Charity Trustees (the Leadership Team) are the Data Controller and the Church Secretary/Administrator (Ruth Ludgate) acts as our Data Protection Officer.

We are collecting this information to enable the Church to run its activities for children and young people and to ensure we can contact you (or other nominated adult) in case of emergency. Data Protection legislation allows us to process this information as we regard it as being in the Church's legitimate interest. If you are unable to supply the information requested, then we will be unable to accept your child at our activities.

The information you supply will be held confidentially in paper form which will be kept in a securely locked filing cabinet in the Church Office and in electronic form held on the Church Office computer which is password protected and accessed only by the activity leaders and Ministers. When your child ceases to attend our activity(s) then information is kept and then destroyed after a period of time in accordance with our safeguarding and data protection policies. These policies can be accessed on our website.

We will no longer contact you once your child ceases to attend unless you indicate to us that you wish to be informed about future activities, we think your child might be interested in attending. If this is the case, we will retain your details for the sole purpose of notifying you of such events. We will not pass on this information to anyone else. You have the right to ask to be removed from this circulation list at any time.

If you are concerned about the way your information is being handled, please speak to our Data Protection Officer. If you are still unhappy, you have the right to complain to the Information Commissioners' Office.