

Registration and Consent Forms for Under---18s

Model form for completion by parents (or adults with parental responsibility) giving consent to their child/young person taking part in church group activities.



Registration and Consent Form for Under 18's

Name of church

Group attended

Full name of child/young person

Name by which child/young person chooses to be known

Address

..... Postcode:

Telephone number(s): Date of birth / /

With whom does the child/young person live?

Relationship to child/young person:

Who has parental responsibility for the child/young person?

Name: Name:

Address (if different from above): Address (if different from above):

.....

.....

Postcode: Postcode:

Telephone no(s): Telephone no(s):

Additional contact: Name:

Telephone number(s): Relationship to child/young person:

Medical information

Child's/young person's registered GP: Name

Address:

..... Telephone no:

(now turn to 2nd page)

Medical information (continued)

Please state date of last anti-tetanus injection (if known) / /

Whilst in our care it is important we know whether your child:

- suffers from any allergies:
- is on any medication:
- has any health condition or disability that we should know about:

Declaration

I give permission for my son/daughter to take part in the normal activities of this group. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group.

In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anesthetic:

Yes No (Please tick)

Signed (parent or adult with parental responsibility) Date / /
Please note that this declaration can only be signed by those with parental responsibility (eg this does not include a foster-carer).

Privacy Notice [Please amend to suit your church]

Under Data Protection legislation the church Charity Trustees of [Enter Church name] are the Data Controller and can be contacted by ringing [xxxxx xxxxxxxx] or emailing [xxx@xxxxxxxxx] We are collecting this information to enable the church to run [state activity e.g. Sunday School, Holiday Club, Youth Group trip] safely and ensure we can contact you (or other nominated adult) in case of an 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 [state activity]. The information **you** supply will be held in paper form in a folder which will be kept in a securely locked cupboard in the church office. Only the Ministers and the **activity** leaders will have access to this information. **The information will be kept for three years after the form was completed unless a safeguarding incident or concern is raised.**

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 contact us using the above details. If you are still unhappy you have the right to complain to the Information Commissioners Office.

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