

# **CONSENT & INFORMATION FORM FOR U18s**

By completing this form, you are giving consent for:

- your child to take part in appropriate supervised activities at CHBC;
- CHBC to hold your personal data and use it as described below;
- the group leader to take any necessary decisions in respect of the child's welfare in the event of your absence, in case of emergency, or if contact cannot be established—this includes authorising basic first aid care and any medical treatment advised by a medical practitioner.

## **CHILD/YOUNG PERSON — INFO**

SURNAME:		FORENAME (Do also include preferred name):
DATE OF BIRTH:		NURSERY / SCHOOL / COLLEGE :
YEAR GROUP:	YOUNG PERSON'S EMAIL ADDRESS (IF Y7+):	
ADDRESS:		

## **ADDITIONAL INFORMATION**

I set out below any special needs / medical / other needs, which may impact upon my child's participation (including details of any allergies):

## **PERSON WITH PARENTAL RESPONSIBILITY — INFO**

SURNAME:		FORENAME:
CONTACT NO:	EMAIL ADDRESS:	
SECONDARY NAME & CONTACT NO.:		

## DATA COLLECTION

Here at Castle Hill Baptist Church we take your privacy seriously and will only use your personal information to provide tailored care to your child. From time to time we might need to contact you, via phone and/or email to provide you with church updates and share relevant news. We will store any collected data securely and it will only be accessed by authorised personnel. Personal information will not be shared with any third parties.

**For the full policy:** <https://warwickbaptists.org.uk/resources/policies-and-procedures/>

## USE OF IMAGES: CONSENT

To comply with the Data Protection Act 1998, we need your permission to photograph or make any videos of children or young people for CHBC. Occasionally, we may take photographs or videos at events. We may use these images in printed publications as well as online. We therefore need your consent to use these images. *Page three of this form gives further details relating to this for you to keep.*

**Do you consent to CHBC storing and using photographs and videos of the person named above in line with the given policy?**

☐

I consent

☐

I do not consent

## DECLARATION

I confirm that the above information is as up to date as possible. I will let the group leader know of any changes throughout the year, as necessary.

NAME (PRINTED) \_\_\_\_\_

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

GROUP YOUR CHILD IS ATTENDING: \_\_\_\_\_

**This form should go to the Group Leader on the day**

**Group Leader Info:** Keep this form for the day of the activity

Add pertinent info to your group register manually

Complete "What group?" info below

Return to secure designated place for addition to Church Suite

Office use only:

☐

What group did this child attend? \_\_\_\_\_

☐

Added to Church Suite?

☐

Scanned and saved to Google Drive?

☐

Preferences recorded and circulated

☐

If all above complete, shred this original

## Using images of Children and Young People

### **THIS PAGE IS FOR THE PARENT / GUARDIAN'S RECORDS**

To comply with the Data Protection Act 1998, we need your permission to photograph or make any videos of children or young people (anyone under 18).

Occasionally, we may take photographs of children and young people at events. We may use these images in printed publications as well as online. We may also make video recordings at events. In all these circumstances, we will endeavour to respect your wishes as indicated on the forms you complete.

Sometimes the church is involved with local or national press releases (both televised, online and printed) and it is possible that images of children and young people may be used. We will make every effort to honour your wishes in this regard as indicated online or using the *Consent and Information Form for U18s*.

#### **Summary of conditions of use**

The full procedure is within our safeguarding policy and procedures (<https://warwickbaptists.org.uk/resources/policies-and-procedures/>)

1. We will not use personal details or full names (which means first name and surname) of any child or young person in a photographic image or video, online or in printed publications.
2. We will not include personal e-mail or postal addresses, or telephone numbers on video, online or in printed publications.
3. If we use photographs of individual children or young people, we will only use the first name of that child or young person should it require accompanying text or a photo caption.
4. We may use group photographs or footage with general labels, such as 'children's day' or 'youth festival'.
5. We will only use images of children and young people who are suitably dressed, to reduce the risk of those photos being used inappropriately.

NB Should your child or young person be involved on a Sunday in the worship band or on the main platform, they will be part of the recording that is posted on YouTube each week (as per the signs and rolling notices on the screen). If you are not happy about this, either do not allow your child or young person to be involved up the front, or talk to the safeguarding team about how we might make this work for your family.