



## Consent/Membership Form

It is a requirement of Sonning Common Youth Club that all children/young people have a completed and signed consent/membership form. This form should be completed by the parent/guardian of any young person under the age of 16. If any of these details change, it is the responsibility of the parent/guardian to inform Sonning Common Youth Club so that we can amend our records accordingly. All information on this form will be kept according to our privacy policy and GDPR requirements.

<b>Full name of young person</b>	
<b>Gender</b>	
<b>Date of birth</b>	
<b>Address (Including Postcode)</b>	
<b>Full name of Parent/Carer</b>	
<b>E-mail of Parent/Carer</b>	
<b>Contact telephone number (s) for parent/carer</b>	
<b>School attended</b>	

### **MEDICAL INFORMATION**

Doctor's Name:	
Doctor's Address:	
Doctor's Tel. No.:	

Does this young person have any health problems, medical conditions or allergies etc. (e.g. asthma, diabetes, epilepsy)? If yes, please give details below:

Do any of these conditions require special medical treatment, including regular medication? If yes, please give details below:

Does this young person have any special dietary requirements? If yes, please give details below:

Swimming Ability (Please circle)				
Non Swimmer	Swims 10m	Swims 25m	Swims 50m	Swims 50+
Has this young person received a tetanus injection in the last 5 years? YES / NO				

Please give any other information you think may be useful:

**We would appreciate alternative contact details (in case of emergency).**

Name:	
Relationship to Young Person (e.g. aunt):	
Address:	
Telephone No.:	

**Alternative contact consent- please ask your alternative contact to give permission for their details to be used here.**

I consent that Sonning Common Youth Club may store my contact details for use in an emergency only relating to the child stated on this form. All data is stored in compliance of GDPR regulations, see our privacy notice at the end of this form.

Signed: \_\_\_\_\_ date: \_\_\_\_\_

### Offsite Activities Consent:

We would like your permission to take the young people off site and around the village within 3 miles of Sonning Common Youth Club. This is so we can go over the road to the allotment at Kidmore End Memorial Hall, for walks in the woods, to help out with decorating the Christmas tree in the village which we do each year and more. A risk assessment will be carried out for all activities. We will follow the ratios we follow at the club which is 2 adults to 10 young people. We generally have far more adults than is suggested. We would also like to check if you're happy with some other activities we do at Youth club that only come around once or twice a year.

Are you happy for your young person to join in with:	Please tick for consent.
Water Fights?	
Watching a 12 certified film?	
Going off site within 3 miles of YC?	
Slip and Slide?	

When having water fights and slip and slide we ask young people to bring their own towel, to come in appropriate clothes they want to do said activity in and to come with a change of clothes.

We will always let you know before we plan to do any activity and if you have any questions please ask. If there's anything you're not comfortable with please tell us.

### CONSENT FOR USE OF PHOTOGRAPHS/VIDEOS

It is vital for us to gain your consent to take photos/videos of your child/young person and it is important that we are transparent in what we will do with these, how we will store these and how long we are going to keep these for. By ticking the box below, you are agreeing that you are happy with Sonning Common Youth Club to take photos/videos of your child/young person and that Sonning Common Youth Club will maintain full rights to the use of these images and any reproductions or adaptations of the image for marketing and publicity purposes. This might include (but is not limited to) printed and online publications, press releases, social media and funding applications. All this data will be stored in accordance with the General Data Protection Regulations and will be kept until the child/young person is 18 years old or for six years, dependant on which is later.

This consent form is valid until your child/young person reaches the end of year 11 or for six years and Sonning Common Youth Club will not use photographs or videos after this time in new publications. However, those used in marketing materials that are already in the public domain may still remain in circulation after this time.

You can withdraw this consent at any time by emailing or writing to Sonning Common Youth Club – sunny.clubsc@gmail.com After consent is withdrawn, photographs and videos will no longer be used after a reasonable period. However, publicity that has already been published will remain in the public domain.

**I give permission** for photographs/videos of this young person to be used Sonning Common Youth Club.

Tick:

## CONSENT FORM FOR RIDING SWEGWAYS

### Safety Agreement and Terms and Conditions of Swegway use at Sonning Common Youth Club

This agreement **MUST** be signed before Sonning Common Youth Club will allow a young person to use a hover board/ swegway.

1. I acknowledge that my child's participation riding a hover board/ swegway entails known and unknown risks that could result in physical or emotional injury. Hover Boards / swegways expose participants to the risk of cuts and bruises and injuries to wrists and ankles. More serious injuries are also possible which include paralysis and death.
2. Use of the hover boards/swegways around the internal areas (hallways/bathrooms/seating area) and external places out of bounds is strictly forbidden any such use will result in the young person being excluded from the activity.
3. Sonning Common Youth Club will issue safety instructions and equipment (helmets/knee/elbow pads) in relation to the activities and young people must comply with these at all times. Young people will be supervised whilst using the equipment and failure to follow instructions will result in exclusion from the activity.
4. I understand that hover boards/ swegways require a reasonable level of fitness and ability. I warrant that my child does not have (or has had) any medical condition including pregnancy that makes it dangerous to partake in such activities.
5. I understand that Sonning Common Youth Club will have no liability for any injury/injuries caused nor damage to or loss of any clothing, equipment, jewellery, watches, electronic devices or any other property of any description.
6. My child's participation in this activity is purely voluntary, and I allow them to participate in spite of the risks and with full knowledge of them.

**I give permission** for this young person to ride swegways Sonning Common Youth Club.

Tick:

## General Data Protection Regulations

Personal data collected in this form, will not be passed onto any third parties without your consent. Under the General Data Protection Regulations, you have a right to:

- Be informed about the use of your information
- Request a copy of the personal data we hold about you
- Correct any inaccuracies in relation to your information
- Withdraw your consent at any time so that no future contact is made or no future use of your images are made
- Obtain and use your own photographs or video images for your own purposes but not when this includes images of another individual

## Parental Permission

To be signed only by a parent or other adult with parental responsibility.

I give permission for this young person to take part in this organisation and I understand the nature of the activities that will be undertaken. I understand that the group leader and other workers, while taking all reasonable care in looking after this young person, cannot necessarily be held responsible for any loss, damage or injury suffered during, or as a result of, the group's activities.

In an emergency, if I cannot be contacted despite all reasonable attempts to do so, I give permission for my son/daughter to undergo emergency medical/dental treatment including the use of anaesthetics as considered necessary and administered by suitably qualified medical practitioners.

Furthermore, I undertake to inform the group leader as soon as possible of any change in this young person's medical condition where relevant.

Signature of parent/guardian: \_\_\_\_\_ Date: \_\_\_\_\_

# PRIVACY NOTICE

As Sonning Common's club for young people we are committed to providing the highest quality services. That is why we want to be completely transparent about why we need the personal details we request when you join us and how we will use them.

This Notice is designed to explain how and why information about you will be used by Sonning Common Youth Club. The organisation may update this notice at any time and may also notify you in other ways from time to time about the way that we use your personal information.

## How will we use information about you?

The organisation collects personal information in order to perform our key services. We are responsible by law for decisions relating to the security and use of your personal data. We will not use your information without your permission for purposes not directly related to the service we provide. It might be necessary to share your information for a purpose not related and without your permission if:

- Your health or safety, or that of others, is at risk
- We need to comply with a legal obligation.

## How will your information be kept secure?

In order to ensure that your information is used appropriately and that your privacy is respected, your personal information will be held and used in compliance with the requirements of all applicable legislation. This means that:

- Sonning Common Youth Club will take steps to ensure that your information is kept safe and that it is always accurate and up to date
- Only staff who need to do so will access your personal information
- Your personal details will be retained in accordance with our retention schedule (available upon request)
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## What are your rights?

Under the General Data Protection Regulations, you have a right to:

- Be informed about the use of your information
- Request a copy of the personal data we hold about you
- Correct any inaccuracies in relation to your information
- Withdraw your photo/video consent at any time so that no future contact is made or no future use of your images are made
- Obtain and use your own photographs or video images for your own purposes but not when this includes images of another individual

## Changing your communication choices

If at any time you wish to change how we communicate with you, or update the information we hold, please do get in touch.

Write to us: Sonning Common Parish Council

Wood Lane

Sonning Common

Oxon

RG4 9SL

- Email us: [sunny.clubsc@gmail.com](mailto:sunny.clubsc@gmail.com) Call us: 01189723616