

General Information and Consent Form

(for children and young people)

Your privacy is important to us, and we want to communicate with you in a way which is in line with the new GDPR regulations. As a result of recent changes to these regulations, we now need your consent on how we contact you. Please fill in the contact details below and confirm how you wish us to communicate with you: and your child.

Group: _____

Full name of child/young person _____

Date of Birth: ____/____/____

Address: _____

Name of GP: _____ Tel No: _____

Address: _____

NHS No: _____ Date of last anti-tetanus injection: _____

Details of any regular medication, medical problem (e.g. asthma, epilepsy, diabetes, allergies, dietary needs, etc.) or additional needs/impairment which may affect activity:

Name of parent/carer: _____

Tel no: Daytime _____ Evening _____

Mobile: _____

Additional contact (grandparent etc or other holding parental responsibility)

Name _____ Tel no: _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc)

please give details of those with parental responsibility

Name(s): _____ Tel no: _____

If you do not have parental responsibility (e.g. you are a foster carer/grandparent etc) please give details of those with parental responsibility

Name(s): _____ Tel no: _____

Address: _____

I give permission for _____ 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. I understand that while involved he/she will be under the control and care of the group leader and/or other adults approved by the place of worship/organisation leadership and that, while the staff in charge of the group will take all reasonable care of the children, they cannot necessarily be held responsible for any loss, damage or injury suffered by my child during, or as a result of, the activity.

Whenever medical advice or treatment is needed, the assistance of a GP or A&E Department of a hospital should be sought. The Children Act 1989 allows a doctor to provide any necessary treatment by doing 'what is reasonable in all the circumstances of the case for the purpose of safeguarding or promoting the child's welfare'.

However, the parent/carer should be contacted and advised of the situation as soon as possible. It is important, however that those caring for children and young people on day trips, outings and residential activities obtain in advance, the following from the parent/carer:

1. All necessary information concerning the child/young person's health, allergies, medication etc.
2. Written agreement as follows:

I understand:

- My child will receive medication as instructed before or during the event.
- Every effort will be made to contact me as soon as possible should my child become ill or have an accident.
- My child will be given medical/dental treatment as necessary.

Communicating with children & young people

Children and young people communicate via telephone, mobile, email and the internet. Do you give permission for children/youth workers to communicate via these methods to your child? E.g, contact via email with changes to the youth meeting times: Yes No
I give permission for my child and the youth/children's workers to communicate using

Telephone mobile email internet
for the purpose of arranging children/youth activities.

(Please delete forms of communication you don't want your child contacted by)

You can grant consent to all the purposes; one of the purposes or none of the purposes. Where you do not grant consent we will not be able to use your personal data; (so for example we may not be able to let you know about forthcoming services and events); except in certain limited situations, such as where required to do so by law or to protect members of the public from serious harm. You can find out more about how we use your data from our "Privacy Notice" which is available from our website.

Signed: _____ Date: _____
(parent/adult with parental responsibility)

The information requested on these forms can be completed by a carer, but only those with parental responsibility can sign the consent (NB: This may not include a foster carer). If you would like to withdraw consent or have any further questions about the information we hold about you, please contact Angela our Admin Assistant on admin@springscf.org.uk or 01920 460260.

Springs Christian Fellowship Behavioural Policy

Behaviour is the way we act and respond to people and to situations we find ourselves in.

Meeting the needs of our Children/Youth

This is what you can expect from us:

We aim to provide a safe environment for you, our youth, so that you can grow and mature into young adults.

Our Church is a place:-

- where you can meet with other young people and have a laugh
- It is our aim to provide a base where you can feel safe, and where you can find support from the outside pressures of the world
- where you are expected to attend a life talk each week, content will be relevant to issues that our youth face in today's world
- where you will be loved unconditionally
- where you can be open and honest and
- where you can make mistakes and move on
- It is a place where you will grow in confidence and
- Where your opinions are valued.

This is what we expect of you:-

We will not accept the following behaviour

- use of rude or unkind language
- hitting, kicking, biting
- Racist or sexist remarks.
- bullying
- harassment
- abusive and disruptive behaviour
- inappropriate dress (i.e. revealing tops or trousers or short skirts)
- deliberate damage to property
- smoking or consuming alcohol
- taking of illegal substances
- theft of either the property of Springs or that of other people attending

If such behaviour occurs:

- We will inform you that it is wrong and explain what you should have done or said [or not said].
- The leader will record the incident in an incident book, which will be reviewed at the end of each session.
- If the behaviour is repeated, the young person will be reminded once more as above and re briefed in respect of this policy
- If the behaviour continues we will remove the young person from the activity and speak to the parent when they are collected or dropped home.
- We will try to establish why the young person is behaving in an inappropriate manner and then deal with the situation accordingly.
- If all of the above actions fail to deliver an improvement, on the 3rd occasion the membership of the Young person will be temporarily suspended for a period of time depending on the severity of the incident.
- If the Leader determines an instance is serious the individual will be banned immediately at their discretion.

Acceptance of this Behaviour Policy

We confirm that we agree with the above behavioural Policy

Signed by:
Guardian / Parent _____ Date: _____

Print Name

Signed by: Child : _____ Date: _____

Print Name



NEW ROAD, WARE, HERTS. SG12 7BU



01920 460 260



admin@springscf.org.uk

This sheet is for you to keep for reference at anytime.

You will receive an email, if permission is given, giving you access to your records and that of your child for whom you need to confirm details.

- You can withdraw or change your consent at any time by contacting the Administrator at Springs Christian Fellowship, New Road, Ware, Hertfordshire SG12 7BU, emailing admin@springscf.org.uk or directly on your database access.
- Please note that all processing of your personal data will cease once you have withdrawn consent, other than where this is required by law, but this will not affect any personal data that has already been processed prior to this point.

We are here to help where we can so please do contact us

- Need someone to talk to or to listen
- Need Prayer
- Need pointing in the direction of someone who can help
- Want to speak to someone before attending the Drop In (Wednesdays 10:30 - 12:30) or other meetings shown on our website www.springscf.org.uk