

THE WHEAT-PATCH CLUB

REGISTRATION FORM 2018-2019

All children who attend must be registered with Club. A registration fee of £12.00 per child per year, or part year, is payable at time of registration and annually in September of each year. Attendance fees are shown separately in our Prospectus.

Child's Surname (in full) _____ Child's First Name(s) (in full) _____

To be known as _____ Boy/Girl _____ Date of Birth _____

Home Address _____

_____ Postcode _____

School Attending _____ Name of Parent(s)/Carer(s) _____

Address (if different from above) _____

_____ Postcode _____

Telephone Numbers Day _____ Evening _____ Mobile _____

E-Mail _____

Details of person(s) authorised to collect child from Club

Child(ren) will only be able to leave with a named person

Name (in full) _____

Relationship to child _____ Telephone _____

Name (in full) _____

Relationship to child _____ Telephone _____

Who first to contact in an emergency and relationship to child

1st Person Name _____ Relationship to child _____

Occupation _____ Telephone _____ or _____

2nd Person Name _____ Relationship to child _____

Occupation _____ Telephone _____ or _____

3rd Person Name _____ Relationship to child _____

Occupation _____ Telephone _____ or _____

Any additional names/relationship/numbers you can provide:

(It is assumed that any of the above named persons will be allowed to collect your child in an emergency)

Medical Information

Child's Doctor Name _____ Telephone _____

Surgery Address _____

_____ Postcode _____

Has your child been immunised against (please tick):

Diphtheria	<input type="checkbox"/>	HIB	<input type="checkbox"/>	MMR	<input type="checkbox"/>	Polio	<input type="checkbox"/>
Meningitis C	<input type="checkbox"/>	Tetanus	<input type="checkbox"/>	Pn'coccal	<input type="checkbox"/>	Whooping Cough	<input type="checkbox"/>

Is your child allergic to anything (please specify) _____

Does your child have any known medical problems (please list)

Does your child have any special needs you wish to discuss _____

Any other information _____

The Wheat-Patch Club is registered with OFSTED, and is therefore obliged to follow the Child Protection Procedure.

I consent to my child receiving medical treatment in the event of an emergency during the running of Club. I authorise the Playleader to sign any written form of consent required by the hospital/doctor or relevant authorities if the delay in getting my signature is considered by the doctor to endanger my child's health and safety.

Additional Information

We often take photographs of various activities undertaken at club. To take photos of your child we require your permission. Please can you acknowledge below whether we are able to use your child's image:

Photograph taken Photograph published in promotional material e.g. newspaper, prospectus

Photograph published on website Photograph displayed at club

Allowed the following permissions without having to contact you first (please tick):

Prescribed medication Parks and field areas Outings around the local area

Plasters Sun Cream Face Paint Nail Painting Emergency Aid

I will require attendance for my child during (Please tick all relevant boxes)

Before School Sessions After School Sessions School Holiday Sessions

Invoices will be paid via (please tick one or more options)

Cash/cheque Childcare vouchers Bank transfer

I have read the Prospectus Handbook and agree to the rules, policies and procedures of the Club as illustrated.

Signature _____ Name (Printed) _____ Date _____

Please also refer to the privacy statement attached then complete, sign and return it to the Club, with this registration form, to give us consent to hold and process personal data provided.

Holding and processing of this data is a business necessity, without your consent we cannot accept your registration

Induction Information

(Please complete this section with your child)

My name is _____

My first language is _____

People who live in my house _____

My pets are _____

My friends are called _____

My favourite games are _____

In my spare time I enjoy _____

Clubs I attend _____

My special place is _____

A picture of me:



THE WHEAT-PATCH CLUB

Privacy Statement

Background:

The General Data Protection Regulations ('GDPR') effective from 25th May 2018 replaces the Data Protection Act 1998 and gives extended rights to an individual regarding, amongst other things, the collection, use and retention of their personal data. The Wheat Patch Club must comply with these regulations.

Collection of personal data:

As registered members of The Wheat Patch Club, your personal data is collected through the annual members registration form.

We have a legitimate interest in holding and processing your personal data in order to run the club efficiently and to ensure the health, safety and welfare of children attending the club.

The Wheat Patch Club does not collect personal data from third-parties.

Use of personal data:

The Wheat Patch Club uses your personal data for the following purposes:

- For business necessity, to ensure that contact can be made with parents/carers in case of
 - emergency
 - to notify changes to the clubs operating conditions or working arrangements
 - to confirm late changes to child registration or attendance
 - to inform you of incidents affecting the health, safety & welfare of children
 - to inform you of safeguarding concerns
 - to inform you of behavioural concerns where the clubs behaviour policies require you to notified and/or for children to be collected
- For business administration, to distribute documentation including booking, confirmation and registration forms and for the management of payments.
- To enable the management of payments
- To produce summary reports, for staff reference, detailing children's individual medical needs, allergies and permissions - as provided through annual registration forms.
- To maintain records of attendance
- To provide details to the local authority if we have concerns over the safeguarding and welfare of children attending the club
- Key data, including bookings and contact details will be held electronically, to enable production of registers and facilitate direct contact as detailed above. Electronic data will only be stored on a dedicated, password protected, PC or on a dedicated phone.

With the exception of statutory reporting, which may include providing information to HMRC / Department for Work and Pensions to substantiate benefits claims, we do not share personal data with any third parties or use it for any direct marketing activities.

Data held is adequate, relevant and limited to the purposes for which they are processed.

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Giving Consent

To enable The Wheat Patch Club to meet its obligations under GDPR, your permission is required to hold and maintain these personal records. Registration forms circulated after GDPR regulations come into force, on May 25th 2018, will request your consent to hold and use this data.

Until updated registration forms are submitted for the start of the 2018/19 academic year, The Wheat Patch Club shall, for business necessity, continue to use data provided as detailed above.

Right of Access

You have a right of access to your personal data held by The Wheat Patch Club; this can be provided on request by contacting the Manager in the first instance, or an appointed officer of the Wheat Patch management committee.

Retention of personal data

You have the 'right to be forgotten'. This means that you can withdraw your consent at any time by contacting an appointed officer of the Wheat Patch management committee.

The Wheat Patch Club will erase your personal data within one month of the request. The club shall retain a history of child attendance, your name and details as may be required to meet statutory requirements.

The 'right to be forgotten' would usually apply to members who have ceased using The Wheat Patch Club. Exercising this 'right' is incompatible with continued membership.

- I consent to The Wheat Patch Club holding and processing personal data as supplied by me and for the purposes outlined above.
- I confirm that I have the consent of the third parties named in the registration form for the for The Wheat Patch Club to use their name and contact detail in the event of a serious incident.

Name (print):

Signature:

Date: