

CONSENT AND MEDICAL FORM



Completion of the Consent and Medical form is important for the wellbeing and safety of your child, especially in the event of an emergency. The information is confidential and will only be used for administrative purposes by High Barnet Baptist Church. **Please note:** We reply upon you to advise us of any changes as soon as they occur, it is vital that all information we hold regarding your child is kept up to date. Please complete all sections.

Child or Young Person Information

Full name: _____

Full Address: _____

_____ Post Code: _____

School & School Year: _____ Date of Birth: _____

Medical & Other Necessary Information

Doctor's Name: _____ Phone Number: _____

Food allergies or special dietary requirements: None / Yes & details...

Any known medical conditions: None / Yes & details...

Any court orders in relation to your child we need to be aware of: None / Yes & details...

Parent's Information

Parents'/Guardian Name(s): _____

Parents'/Guardian Number: (Home) _____ (Mobile) _____

Parents'/Guardian email: _____

Additional phone contact if above is not available in an emergency: _____

Please read through the following sections carefully, opting in by signing each section to provide your consent. Please use the 'With the exception of...' reply to remove consent for anything specific within the section.

Parental/Guardian Consent

I give permission for the above-named young person to attend and take part in any events organised by the High Barnet Baptist Church Children's Team (Also known as HBBC Kids Team) and for this information to be stored electronically.

I authorise the HBBC Kids Team leaders:

- A. To administer prescribed and non-prescribed medication in an emergency if parents cannot be contacted.
- B. To sign on my behalf any written form of consent if required by medical authorities, on the understanding that all effort has been made to contact me.
- C. To permit leaders with two years full licence and comprehensive insurance to transport my child.

I understand that:

- D. by attending this group my child will be involved in teaching and discussion around the Christian faith.
- E. if my child grossly misbehaves during HBBC Kids Team activities, then the main leader in charge may forbid them from further participation and require me to collect them at my own expense.
- F. any deliberate or accidental damage to property caused by my child will be my responsibility to pay for.

With the exception of ... _____

Signed: Parent/Guardian _____ Date: _____

CODE OF CONDUCT

[To be completed by parent/guardian and child attending, if child is in Primary or Secondary School]

HBBC Kids Rules:

We expect all attending to follow our 4 simple rules:

- Rule 1: Respect Leaders and Each Other
- Rule 2: Listen and Obey every instruction
- Rule 3: Look After Each Other
- Rule 4: Have Fun

HBBC Kids Disciplinary Action

HBBC Kids uses a 3-step disciplinary system. If a Child continually breaks the rules during any session, then disciplinary actions may occur. The 3 steps will automatically restart at the beginning of every session.

Our 3-step system:

- 1st Step = Verbal Warning
- 2nd Step = Verbal Warning + Timeout
- 3rd Step = Return to Parents/Guardian (if able)

Upon being sent back to parents we will explain any bad behaviour. If this conduct is repeated the Event Leader may require a discussion with Parents/Guardians and a member of the Church Leadership. If at any time behaviour becomes a health and safety issue, immediate action may be taken that may include the child being banned for a specific time.

Declarations

Child:

- I have read the rules and accept to be held responsible for maintaining them.
- I have read and agree to any disciplinary actions should my behaviour not reflect the rules listed above.

Signed: Child (attende) _____ Date: _____

Parent/Guardian:

- I agree to make sure my child is aware of and follows these rules.
- I agree to support the team with any outcome or disciplinary action.

Signed: Parent/Guardian _____ Date: _____

External Activities

[To be completed by parent/guardian with children in primary or secondary school]

Groups at HBBC Kids occasionally organise activities away from the Church. We are obliged to ask for parental consent for anyone under 18 to take part. We therefore require your general consent for your Child to participate in these activities. We will always notify parents/guardians beforehand of any outings.

Some of the more regular events we run are:

- Games on the Green or in local parks, such as Hadley Green, or Old Court House Recreation Ground.
- Treasure Hunts and other organised games in the Barnet High Street area, sometimes followed by a Barbecue.
- Other nights out such as Bowling at the Hollywood Bowl, other church-led events and more.

Unless stated otherwise, all activities are run within the group’s normal opening times. All activities are supervised by Leaders and Helpers who are DBS checked. For more major events such as weekends away or day trips, we will always ask for specific parental consent as part of the application process.

For all External Activities HBBC Kids Code of Conduct will apply and all reasonable and necessary precautions will be taken in relation to your child’s safety. However, safety cannot be guaranteed.

By providing your consent below you give permission for your child to take part in External Activities.

I consent for my child _____ (name in print) to be part of all HBBC Kids activities under the above terms and give my full support to the Leaders of these events.

Signed: Parent/Guardian _____

Date: _____

Image Consent

To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child. Occasionally, we may wish to take photographs and/or videos of your child and other young people during their attendance at the various groups and events which we may use for the following: our church notice sheet and other printed publications we produce, in displays and on our website. We may also make video or webcam recordings for training, external advertising, or other church use. If any photographs or video containing your child’s image are to be used for any media outside of the High Barnet Baptist Church domains listed above, we will contact you for specific permission.

Conditions of use:

1. This form is active from the date you sign. Please write to the church if you wish to withdraw consent at any time.
2. The images we take will be of activities that show the church and children in a positive light.
3. Embarrassing or distressing images will not be used. The images will not be associated with negative or sensitive issues.
4. We may use group photographs or footage with very general labels. Full names will never be used.
5. We will only use images of children who are suitably dressed.
6. We will make every effort to ensure that we do not allow images to be taken of any child for whom we do not have permission or who is ‘at risk’ or disallowed from having their photographs taken for legal or social reasons.
7. We will take all reasonable measures to ensure the images are used solely for the purposes for which they are intended. However we cannot guarantee this and take no responsibility for the way images are used by other websites or publishers or for any consequences arising from publication. Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies. In giving your consent you understand that images may be used in printed and electronic form.

With the exception of ... _____

Signed: Parent/Guardian _____

Date: _____

GDPR

Your privacy is important to us, and to communicate with you we must comply with the provisions of the Data Protection Act 1998. We therefore require your consent to contact you and hold your details.

By signing this form, you are confirming that you have read the Data Protection Notice (available on request) and that you consent to High Barnet Baptist Church and HBBC Kids team holding and processing your personal data for the purposes of:

- To keep me informed about news, events, activities and services that may interest me
- To contact me regarding my child in relation to HBBC Kids
- All of the above
- None of the above

You can grant consent on all the purposes or none of the purposes. Where you do not grant consent, we will not be able to use your personal data except in certain limited situations where we are required to do so by law or to protect members of the public from serious harm.

If you grant consent you can withdraw or vary your consent at any time. Simply advise us of any changes you wish to make by email to the appropriate email address below. Please note that all processing of your personal data will cease once you have withdrawn consent, but this will not affect any personal data that has already been processed prior to that point.

Signed: Parent/Guardian _____

Date: _____

Any Additional Information the team should be aware of?

If there is any additional information you believe we should know please contact us directly using the contact details below.

Contact Details

For Youth and HBBC Kids - Admin@highbarnetbaptist.com

For Busy Bees – BusyBees@highbarnetbaptist.com

Office phone number – 0208 449 4833