



Dear Parent / Guardian,

Please complete and return the bottom section of this form to club having filled in both sides. We cannot accept responsibility for children without this form being completed. If they come to club without a completed form they may be turned away and will remain the sole responsibility of you. The form is required so the leaders have the information they may need in the event of an emergency.

**If any of the information given in this form changes, it is your responsibility to let us know as soon as possible.**

## Section 1a: Information









### Data Protection

Your privacy is important to us at Brookdale Church. The information we collect will be treated in accordance with the UK Data Protection Act 2018. The information given in section 1 is required to enable us to run the youth club safely. The information will be held in paper form securely locked on the church premises. Email addresses and phone numbers may be stored in a club owned phone, which is kept locked on church premises. It will only be made available to the leaders of Brookdale Friday Club and the leadership team of Brookdale Evangelical church for the purpose of running Brookdale Friday Club. In an emergency the medical information may be made available to medical professionals. We will not share any information with any third parties unless the law requires us to do so. The information in section 1 will only be retained for the academic year 2019-2020, it will be destroyed in September 2020 and new information will be sought for the next academic year. Section 2 will be retained for as long as we retain any images or video files. You have the right to request access to your personal data we hold and request that we delete any information we hold. Brookdale Church's Data Protection Officer is Frances Down and can be contacted in writing at Brookdale Evangelical Church, Brookdale Avenue, Ilfracombe, EX34 8DB.

## Section 2a: Parental Consent

I  give my consent as parent / legal guardian to the leaders of Brookdale Friday Club for  to attend and participate in the normal activities of Brookdale Friday Club. In addition I give the leaders permission to act on my behalf, using the information provided on this form, should the need arise. If for any reason my child needs to leave club early I will provide written consent for this. I understand that separate permission will be sought for activities and outings outside the normal meeting times of the group, or when held at a different location.

Brookdale Friday Club has the following rule: "No respect, no club.". We expect all young people to show respect to fellow club members, leaders, equipment and property. When this does not happen we will take appropriate action.

"Brookdale Friday Club is run by volunteers (all of whom have been Disclosure and Barring Service checked) at Brookdale Church, Ilfracombe on Friday evenings between **6:45pm** and **8:30pm** during school term time for all young people in **school years 6 to 8**.

***Please can we ask you to ensure that your child gets to club safely, and then gets home safely after club.***  
The leaders cannot be held responsible for the safety of any young people outside club times. If your young person brings a mobile phone to club, they remain responsible for its safety, we cannot accept responsibility for it during club. You can contact the club on **07537 855763** or **BrookdaleFridayClub@gmail.com**

## Section 1b: Medical Information

Name of Doctor

Doctors Address & Phone Number

Details of any medical conditions

(e.g. asthma, diabetes, allergies, dietary needs)  
that may affect normal activity.

If at Ilfracombe practice just state "Ilfracombe".

Anything else we should be aware of

Details of any regular medications taken

If your child has **asthma** and uses an **inhaler**, we request that you bring a spare inhaler in a clear plastic bag clearly labelled with their name. We will keep this safe for emergency use.

## Section 2b: Information Consent

During the club photographic images and video may be taken of activities and used to promote the club and the church. We will never link a child's name to their image. This consent section will be retained for as long as we keep the images/video. If you wish us to delete the information we have, please contact the church Data Protection Officer. Please tick the following boxes if you **give consent** to your child's image being used in this way.

**Online**

[www.brookdalechurch.org.uk](http://www.brookdalechurch.org.uk)  
[www.facebook.com/BrookdaleChurch](https://www.facebook.com/BrookdaleChurch) or  
[www.facebook.com/BrookdaleFridayClub](https://www.facebook.com/BrookdaleFridayClub)

**Offline**

Physical media, printed for use on Notice Boards, or reproduced (DVD, projector etc) to promote the club.

Signature of Parent / Guardian

Date