

# Winton After School Club Registration Form

One form must be completed for each child attending.

Name of Child \_\_\_\_\_

Address \_\_\_\_\_  
Telephone \_\_\_\_\_

Date of Birth:	Age	Male / Female	Class Name -
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**Parent/carers names and contact**

1. Name _____ Address _____ _____ _____ Contact number _____ Email _____ Relationship to child _____	2. Name _____ Address _____ _____ _____ Contact number _____ Email _____ Relationship to child _____
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**Emergency contacts (friend/relative)**

Name \_\_\_\_\_ Telephone \_\_\_\_\_

**OTHER ADULTS AUTHORISED TO COLLECT YOUR CHILD**

Children will not be permitted to leave the premises with anyone other than the named parents/carers or the named person below. Adults collecting children may be asked for proof of identity if they are unknown to staff.

1. Name _____ Telephone _____	2. Name _____ Telephone _____
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**CHILDREN LEAVING THE AFTER SCHOOL PROVISION**

If you would like your child to leave the after school provision alone at the end of the day then please sign. Please note that all children under the age of 9 years old MUST be collected by a responsible person aged 14+. I give permission for my child who is over 9 years + to leave the after school club alone.

Sign \_\_\_\_\_ Date \_\_\_\_\_

**MONITORING PURPOSES**

1. Do you require a place at the After School Club to enable you to:  
Start Work  Continue Work  Study  Other

2. Are you accessing:  
Childcare Voucher Schemes  Working Tax Credits

3. Do you have a disability? **Select** (optional)

4. Please tick the ethnicity of your child:

Bangladeshi <input type="checkbox"/>	British white <input type="checkbox"/>	Other Asian <input type="checkbox"/>	Turkish <input type="checkbox"/>
Black Caribbean <input type="checkbox"/>	Chinese <input type="checkbox"/>	Other black African <input type="checkbox"/>	
Black other <input type="checkbox"/>	Kurdish <input type="checkbox"/>	Other ethnic group <input type="checkbox"/>	
Black Somali <input type="checkbox"/>	Mixed ethnicity <input type="checkbox"/>	Other white <input type="checkbox"/>	

### CONSENT TO PLAY

Mainly on outings, it is likely that we may come across an activity that is not planned. We must receive your consent for your child to take part in any unplanned activity, for example bouncy castles; paddling pools and other unplanned activities.

I hereby give consent for my child to visit adventure grounds, go on bouncy castles, take part in other unplanned activities.

**Signed** \_\_\_\_\_ (Parent/Carer) **Date** \_\_\_\_\_

### CONSENT FOR STAFF TO TAKE PHOTOS

We are required to ask permission from parents and carers for staff to take photos of your child/ren. I hereby give my consent for staff to take photos of my child/ren at the after school club. These may be used for display purposes within the school. We will seek further permission to use them for anything else.

**Signed** \_\_\_\_\_ (Parent/Carer) **Date** \_\_\_\_\_

### CONSENT TO BE GIVEN PLASTERS

We must have your permission to be able to administer plasters to your child.

I hereby give my consent for my child to be given plasters in case of an accident/ incident where my child may need or request a plaster.

**Signed** \_\_\_\_\_ (Parent/Carer) **Date** \_\_\_\_\_

### CONSENT FOR STAFF TO SUPERVISE YOUR CHILD ADMINISTERING MEDICATION

In the event that your child needs to take prescribed medication whilst attending the after school club, please note that we can only supervise them in taking the medication themselves. Please sign that you fully understand and agree to this.

I hereby give my consent for my child to be given medication should my child need it.

**Signed** \_\_\_\_\_ (Parent/Carer) **Date** \_\_\_\_\_

### MOBILE PHONES

To Safeguard our children, we do not allow the use of mobile phones or any digital devices in the after school club.

Please sign below to confirm that you will not use a phone whilst in the provision, all phones must remain in pockets or bags.

**Signed** \_\_\_\_\_ (Parent/Carer) **Date** \_\_\_\_\_

All our policies are available to parents.

### CONSENT FOR CONTACT

I consent to Highbury Roundhouse holding my personal data and to contacting me about childcare services and events at Highbury Roundhouse.

Signed

(Parent/Carer)      Date

### MEDICAL INFORMATION

GP Name

Tel

Address

### MEDICAL CONDITIONS (delete as appropriate)

1. Does your child have any allergies?      If yes, please give details
  
- 2a. What happens to your child when he/she comes into contact with the allergen?
  
- 2b. What action should be taken when your child comes into contact with the allergen?
  
3. Does your child have asthma? Y/N      If so, does he/she carry an inhaler with them?
  
4. Does your child have any special dietary requirements? Y/N  
If so please give details:
  
5. Does your child have a disability or special educational needs (SEND)?  
If so please give details:

### 6. Emergency Medical Treatment

I give consent to any emergency medical treatment necessary during the playscheme activities and authorise the Manager to sign, on my behalf, any written form of consent required by the hospital authorities should medical treatment be necessary. This is provided every reasonable effort has been made to reach me and seek my permission, and that delay in treatment is likely to endanger my child's health or safety in the opinion of the doctor or hospital.

Signed

(Parent/Carer)      Date

**Conditions for after school provision**  
*(Please read thoroughly and sign conditions of attendance)*

**CONDITIONS OF ATTENDANCE**

**Highbury Roundhouse after school provision**

Highbury Roundhouse run an after school provision that is safe and fun where staff work hard to create safe play opportunities that will help children learn and develop as individuals. We believe in equal opportunities for all and have zero tolerance for bullying, fighting, racism, sexism, bad language and any other forms of disruptive or offensive behaviour

**Behaviour Policy**

We rely on parents/guardians to make sure that they remind their children about the importance of behaving in a reasonable manner. Disruptive behaviour by children can result in injuries to the child or other children or to the workers. It could also affect the behaviour of other children, who may then feel that this type of behaviour is acceptable. Disruptive or offensive behaviour could also cause distress to other children, especially younger children as well as making things difficult for the play workers, whose attention is then distracted from supervising the rest of the group.

Unacceptable behaviour – A child will be given a warning, and the child will be supported in amending their behaviour.

The staff member will speak to the child about the behaviour or this will be dealt with by the Deputy or Manager.

**Time Out**

Highbury Roundhouse has a time out session that is used for children who behave disruptively or offensively. The child will be asked to sit quietly for 3 to 5 minutes and then asked by a worker to reflect on why the behaviour was unacceptable. It will be explained to the child why the behaviour is unacceptable. The child will be assured it is not them (the child) that is not acceptable, but the behaviour. The child may also be asked to apologise if the worker feels it necessary. This system is very effective as it gives the child a chance to calm down and talk through why their behaviour is unacceptable.

Parents/Guardians need to be aware that we have a policy to suspend any child who behaves in a disruptive or offensive manner. If your child behaves disruptively, they may be suspended for one or more days, depending on the seriousness of the child's behaviour. If the child's behaviour, then continues to be disruptive, or is very serious, your child may be permanently excluded.

If a child does behave disruptively and is suspended, the Out of school services manager will be on hand to explain to parents/guardians, why their child has been suspended and for what length of time. If you are unhappy with any decision made you are free to appeal against the decision by writing to the coordinator/Senior worker and if you wish to take things further, the Director of Highbury Roundhouse, Andrew Berthier.

We will work to promote good behaviour at all times by supporting the child within the setting, reinforcing good behaviour at all times and using a reward system to promote this.

Welcoming children into a calm & positive environment where they can be safe & happy.

**Parent / Guardian lateness in picking up their child(ren)**

Highbury Roundhouse has a lateness policy for it's after school provision. We expect you to collect your child (ren) by 6.00pm. Should an occasion arise when you cannot do so, please ring the ASC on ..... or alternatively you can call the Highbury Roundhouse office on 020 7359 5916. A charge of £1 per minute will be levied for parents who are late to pick up their child.

I the parent/ guardian have read understood and agree to all of the above conditions of attendance

**Child's Name** \_\_\_\_\_

**Parents Name** \_\_\_\_\_

**Parents Signature**

**Date** \_\_\_\_\_

\_\_\_\_\_

## Privacy Notice

At The Highbury Roundhouse we respect the privacy of our users accessing our services and the privacy of their parents or carers where applicable. The personal information that we collect about you &/or your child is used only to provide appropriate care, maintain our service to you, and communicate with you effectively. Our legal basis for processing the personal information relating to you &/or your child is so that we can fulfil our service contract with you.

Any information that you provide is kept secure. Data that is no longer required\* is erased after you &/or your child has ceased attending the services.

We will use the contact details you give us to contact you via phone and email so that we can send you information about the service &/your child and other relevant news, and also so that we can communicate with you regarding any payment matters.

We will only share personal information about you &/or your child with another organisation if we:

- have a safeguarding concern
- are required to by government bodies or law enforcement agencies
- have obtained your prior permission.

You have the right to ask to see the data that we have about yourself & or your child, and to ask for any errors to be corrected. We will respond to all such requests within one month. You can also ask for the data to be deleted, but note that:

- We will not be able to continue providing a service to you &/your child if we do not have sufficient information about you &/or them.
- Even after you &/or your child has stopped using our services, we have a statutory duty to retain some types of data for specific periods of time\* so we can't delete everything immediately.

If you have a complaint about how we have kept your information secure, or how we have responded to a request to access, update or erase your data, you can refer us to the Information Commissioner's Office (ICO).

**Please sign and date below to confirm that you have read this Privacy Notice and that you give your permission for us to contact you regarding relevant matters.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_

*\* We do need to retain certain types of data (such as records of complaints, accidents, and attendance) for set periods of time after you &/or your child has stopped using the services, but we will delete any data we are no longer required to hold under our information asset register.*

**Please note that you can request at any time that your personal data be deleted by contacting: [admin@highbury-roundhouse.org.uk](mailto:admin@highbury-roundhouse.org.uk)**