



Minniecroft Road, Burnham, Buckinghamshire, SL1 7DE  
Email: burnhamyouthclub@yahoo.com  
Charity No: 1165584

## Membership Form 2018

Please print clearly and answer all questions fully.

Full Name (Youth):	Date of Birth (DD/MM/YYYY):	Age:
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Home Address:
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Postcode:	Home Telephone Number:
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Are you an L&Q resident ( <i>this helps us with funding from L&amp;Q. Your details will not be shared</i> ): <b>YES/NO</b>
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Name of parent/guardian:
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Parent/guardian email address:	<input type="text"/>
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School Attending:
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### Emergency Information:

Name #1:	Telephone Number:	Relationship to Youth
Name #2:	Telephone Number:	Relationship to Youth

### Medical Information:

Name of Medical Practice:	Name of Doctor:
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Medical Practice Address:
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Does your son/daughter suffer from any condition requiring medical treatment/medication? <b>YES/NO</b> If YES please specify (including treatment):
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Is your son/daughter allergic to any medication (including plasters, aspirin, antiseptics)? <b>YES/NO</b> If YES please specify:
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Has your son/daughter received a tetanus injection in the last five years? <b>YES/NO</b>
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*It is essential that parents declare any medical condition(s) and provide medication if required. E.g. Inhalers & Epi-pens.*

### Ethnicity:

Please state (Optional):
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### Privacy Notice:

*Burnham Youth Club will collect personal information from you when you or your organisation enquire about our activities, register as a member with us or subscribe to one of our services. This may include your name, title, email address, physical address, telephone numbers and job title. We may also ask for some additional information. Your personal information will only be used to process your requests, to provide you with our services, and to provide you with information relating to our services and all other services which we think you may be interested in. We will only share your information with partners who are directly involved. Your information will be held for a maximum of 36 months. You have the right to withdraw at any time and to ask for your data to be erased. You have the right to lodge a complaint if you are not satisfied.*

**Please Turn Over for declaration.**



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**Declaration:**

I am the parent/guardian of:

If necessary, I give the Leader in charge permission to administer first aid, consult a doctor or take him/her to hospital for emergency treatment. If I cannot be contacted, I agree to my son/daughter receiving medical treatment (including aesthetic or blood transfusion) as considered necessary by the medical authorities present.

Name:

Signature:

Date:

Relationship to Youth:

## Consent Form: Photograph, Video and Voice

Burnham Youth Club may occasionally take photographs, videos or audio recordings of children who attend our centre. We may use these images in our newsletter and/or in other printed publications that we may produce as well as in our website or on display boards within our building. We may also make video, webcam or audio recordings for presentational and/or monitoring purposes.

Occasionally, Burnham Youth Club may be visited by the media or local photographers who will take photographs or film footage during any 'special' event or activity. Members of our youth club will often appear in these images which may appear in local or national newspapers or on televised programmes.

To comply with the Data Protection Act 1998, Burnham Youth Club request parental/guardian permission to photograph, video or audio record the child named in this consent form.

Please read the conditions stated on this form and answer the questions below. Please sign and return to Burnham Youth Club as soon as possible. *Please ensure your child is aware of your decision.*

### Conditions of use:

1. This form is valid for 36 months from the date you sign it. The consent will automatically expire after this time.
2. This consent will be requested every 36 months. The recorded image / voice may be used for a period of 36 months from the date of my signature to this form and used only for the mentioned purposes.
3. We will not re-use any photographs or recordings after your child leaves the Burnham Youth Club.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, or in other printed publications.
5. If we name a child in the text, we will not use a photograph of that child to accompany the article.
6. We may use group photographs or footage with very general labels, such as "Halloween" or "Making Christmas decorations".
7. We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.

### Please note

- Burnham Youth Club cannot be responsible where members of the public take photographs / videos at activities and events which involve Burnham Youth Club members or control how they are stored or subsequently used. This includes the publication on social networking or personal storage websites and mobile phones.

**Please Turn Over.**



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## 2018 Consent Form: Photograph, Video and Voice Cont.

Area where image/video/recordings may be used:	Use of Name	Use of Image
Burnham Youth Centre Newsletter – includes information on the centre, events and activities that may take place and notifications.	YES/NO	YES/NO
Burnham Youth Centre Facebook Page – photographs may be used of events and activities that we host or attend that may include your child.	YES/NO	YES/NO
Burnham Youth Centre Photographer – Our photographer or youths who may be participating in a photography project may take photos of members of our youth centre	YES/NO	YES/NO
Burnham Youth Centre Display Boards – photographs may be used within our centre and/or on display stands to promote our youth centre at fund raising events. Names may appear in text and could be used to identify members.	YES/NO	YES/NO
Burnham Youth Centre Web Site - Visitors to web our site may view online information on a wide range of events and activities promoting the youth centre. Names may appear in text and could be used to identify individual members.	YES/NO	YES/NO
Local and National Press coverage - features on Burnham Youth Centre events and activities. Names may appear in text and could be used to identify individual members.	YES/NO	YES/NO
Video Recordings and Webcam Recordings – may be used for project, presentations, monitoring and promotional material. Names may appear in text or may be heard and could be used to identify individual members.	YES/NO	YES/NO

***I confirm that I have read and agree to the terms contained within this Consent Form. I understand that I may withdraw my consent at any time by contacting Burnham Youth Club and that, where possible, any publications or material containing the image / voice of my child will be recalled and withdrawn.***

Name of Youth (Printed):	
Parent/Guardian Signature:	Relationship to Youth:
Parent/Guardian Name (Printed):	Date:



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## Parent Pick-Up Release Form

Dear Parent/Guardians

To better ensure the safety of your child, we are asking that all parent/guardians fill out this Pick-Up Release Form. We realize that there may be times when someone other than yourself may have to pick up your child at the "Youth Club" and you were unable to send a note or call the Youth Leader to notify us. Please complete this form and return it to Burnham Youth Centre. If we do not know the person coming in to pick up your child we will ask for identification. If the person coming in is not on the list, we will not release your child to that person. We still ask that, if possible, you write a note or call the "Youth Leader" if someone other than yourself will be picking up your child.

If this form is not returned we will not release your child to anyone other than the parent/guardian. If you have any questions, please contact the Youth Leader.

Please list **all** people, **including yourself**, who are allowed to pick up your child.

	Full Name:	Relationship to Child
Example	Mary Smith	Neighbour
1		
2		
3		
4		

I hereby give permission for my child to walk home at the end of Burnham Youth Club sessions. **YES/NO**

### Important Notice:

- All parents/carers should be ready to pick up their children at the published time the session ends.
- Children who are not picked up on time will be supervised by the youth club.
- There will be a charge of £5 per 15 minutes (or part thereof) per child to contribute to the cost of club supervision if one of the following applies:
  - A first occasion of late collection with no notification made by the parent/carer by 10 minutes after the published session end.
  - A repeat occurrence of late collection by the parent/carer by 10 minutes after the published session end.
- The charge of £5 per 15 minutes (or part thereof) per child will be expected to be paid on late arrival.
- The child/children will not be permitted to attend future sessions until any late charges are paid.
- In line with the club's safeguarding policy, if a child remains uncollected, one hour after the published session end time then safeguarding processes will be started and a referral will be made to social services and to the police. Further attempts to contact parents to advise them of this will be made by staff.

Name of Youth (Printed):

Parent/Guardian Signature:

Relationship to Youth:

Parent/Guardian Name (Printed):

Date:

**Details on this form will be kept on file until Jan 1<sup>st</sup> 2021 or until new membership form is completed.**