

All information held by Burnham Youth Centre is kept securely within the guidelines of our Data Protection Policy and in accordance with the Government's Data Protection regulations. All parents and young people can request a copy of our policy.



MEMBERSHIP FORM 2020-22 (TO 31 MARCH 2022)

Name of young person		DOB	
Address			
Email address		Mobile Number	
Parent/Guardian Details			
Your Name		Relationship to YP	
Address			
Email address		Mobile number	

Are you an L&Q resident (This helps us with funding from L&Q)	Yes / No
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<p>EMERGENCY CONTACT 1</p> <p>Name: _____</p> <p>Tel No: _____</p> <p>Relationship: _____</p> <p>(Grandparent/neighbour, etc)</p>	<p>EMERGENCY CONTACT 2</p> <p>Name: _____</p> <p>Tel No: _____</p> <p>Relationship: _____</p> <p>_____</p> <p>(Grandparent/neighbour, etc)</p>
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Medical & Other Details (Please circle appropriate answer)	State Yes or No	Detail of medication, reactions, and anything staff need to be aware of to assist in an emergency, or anything they must avoid .
Does your child have a medical condition that requires medication?		
Does your child have a diagnosis?		
Does your child use a wheelchair?		
Does your child have any allergies?		

The following questions are required to fulfil our funders requirements; however, they are not compulsory to complete. The data will be kept within the guidelines of our Data Protection Policies.	
Ethnicity:	Religion:
Gender:	Sexuality:

<p>Do you consider yourself to be disabled under the Equality Act 2010? The Equality Act 2010 defines a person as disabled if: they have a physical or mental impairment. the impairment has a substantial and long-term adverse effect on their ability to perform normal day-to-day activities.?</p>	<p>If yes, please provide details.</p>
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Please read the statement below, sign and date.

- I certify that the information given on this form is correct.
 - I give permission to any emergency treatment deemed necessary by a medical professional. I therefore authorise the Leader or Assistant Leader to sign on my behalf any written forms of consent required by hospital authorities should a delay to obtain my signature be considered, in the opinion of the doctor or surgeon concerned, likely to endanger my child's health or safety.
 - I understand that whilst every care will be taken by the organisers, they cannot be held responsible for incidents arising out of the unreasonable behaviour of my child or others, nor for the loss or damage to personal property.
 - I have read and understood Burnham Youth Centres Behaviour Policy.
 - I also agree that the Club can share the information, on a need to know basis, to ensure that my child is adequately supported as possible, during Club hours, e.g. medical emergencies, risk management.
- Please circle YES NO

Signed: _____ Date: _____
(Parent/Guardian)

<p>Consent information:</p>	
<p><i>To be completed by parent/carer:</i></p> <p><input type="checkbox"/> I consent to Burnham Youth Centre retaining the information on this form.</p> <p><input type="checkbox"/> I can confirm that I have read, or been made aware of, the organisation's Data Protection Policy.</p> <p><input type="checkbox"/> I can confirm that I have read or been made aware of how the organisation will store this information within the organisation.</p>	
<p><i>To be completed by child:</i></p> <p><input type="checkbox"/> I _____ consent to Burnham Youth Centre retaining the information on this form.</p> <p><input type="checkbox"/> I confirm that I have read, or been made aware of, the organisation's Data Protection Policy</p>	
<p>Signature of child/young person :</p>	
<p>Print name child/young person:</p>	
<p>Date:</p>	
<p>Signature of parent /carer:</p>	
<p>Print name parent/carer:</p>	
<p>Date:</p>	

Young Person Behaviour Policy and Agreement.

The aims of our Behaviour Policy are to help service users to:

- Develop a sense of caring and respect for one another.
- Build caring and co-operative relationships with other participants and staff members.
- Develop a range of social skills and help them learn what constitutes as acceptable behaviour.
- Develop confidence, self-discipline and self-esteem in an atmosphere of mutual respect and encouragement.

Behaviours which will be challenged with a verbal warning are:

- Rudeness, swearing at or disrespecting leaders or other group members
- Taunting other club members or making someone feel unwelcome
- Failure to act upon a leader's instructions
- Behaviour that could lead to some one getting hurt or cause damage to the building, property or equipment

If behaviour persists the young person will receive a 2nd warning, however if this behaviour persists, the young person will be asked to leave the session. Parents/Guardians will be notified to advise them of the circumstances and request that they collect their child or give permission for them to leave by themselves. Young people will only be in a position to return after a meeting to review their behaviour. If this occurs Burnham Youth Centre will not be in a position to incur the cost of transport home, especially on trips.

Serious misbehaviour that warrants suspension or exclusion (and calling Police if appropriate):

- Physical aggression/ fighting
- Intimidating or threatening behaviour
- Bullying
- Racism
- Stealing
- Wilful damage
- Perceived to be under the influence of or in possession of alcohol or drugs
- Possession of anything that can be used as a weapon

If the above occurs, we will initiate the above process with Parents/Guardians.

Recording warnings

All warnings are to be recorded and kept in accordance with our data protection policy, a copy of which can be obtained on request.

Please sign to confirm that you have understood our Behaviour Policy and agree to it.

Signature and name of child/young person:	
Date:	
Signature of parent /carer and name:	
Date:	

Consent Form: Photograph, Video and Voice

Burnham Youth Club/Centre 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/Centre 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/Centre 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/Centre 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/Centre.
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/Centre cannot be responsible where members of the public take photographs / videos at activities and events which involve Burnham Youth Club/Centre 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.

2018 Consent Form: Photograph, Video and Voice Cont.

Area where image/video/recordings may be used:	Use of Name	Use of Image
Burnham Youth Club/Centre Newsletter - includes information on the centre, events and activities that may take place and notifications.	YES/NO	YES/NO
Burnham Youth Club/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 Club/Centre Photographer - Our photographer or young persons who may be participating in a photography project may take photos of members of our Youth Club	YES/NO	YES/NO
Burnham Youth Club/Centre Display Boards - photographs may be used within our centre and/or on display stands to promote our Youth Club at fund raising events. Names may appear in text and could be used to identify members.	YES/NO	YES/NO
Burnham Youth Club/Centre Web Site - Visitors to web our site may view online information on a wide range of events and activities promoting the Youth Club. 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 Club/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, Burnham Youth Club/Centre YouTube site 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/Centre and that, where possible, any publications or material containing the image / voice of my child will be recalled and withdrawn.

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

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 Club/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		
5		

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

Name of Young person (Printed):

Parent/Guardian Signature:

Relationship to Young person:

Parent/Guardian Name (Printed):

Date:

Details on this form will be kept on file until new membership form is completed.

*For administration purposes only
To be completed by the staff of Burnham Youth Centre*

Proof of Age Document seen – specify document	
Consent Form Completed	YES / NO
Pick-Up and release Form Completed	YES / NO
Date	
Name of staff member verifying	

DATABASE MAINTENANCE

Print Name	
Date	
Initials	