

Ref:



## Youth and Children's Annual Registration Form 2022/23



1. A new form is required for each child / young person each September.
2. A child / young person cannot attend if this form has not been returned.
3. This form must be completed by someone with parental responsibility.
4. It is important that you let us know if any of these details change so we can continue to ensure the safety of your child.
5. If you have any questions about anything on this form or how your data will be used please contact Andrew Norrie on 07300016653 or [Andrew@Ballygowanpresbyterian.com](mailto:Andrew@Ballygowanpresbyterian.com)



**Scan the QR Code on the Left to complete  
and send this form to us digitally.**

# How to complete this form

**Following feedback from Parents / Guardians we have included explanatory paragraphs about each section of this form below. If you need any assistance to complete this form please contact Andrew using the details on the previous page.**

## **Section 1**

This section is used to gather the basic details we require about your child / young person. Please ensure you complete **any** medical conditions, additional needs or allergies in this section as this is important for us to ensure we provide the best possible experience for all our children and young people.

*Could we also ask you to double check the birth year in the date of birth.*

## **Section 2**

This section is used to gather information on the person(s) with parental responsibility for the child or young person. Please do not include both parents or guardians in this section, instead use the second parent / guardian as an emergency contact. Please also note that if you answer "no" to either of the questions these details will not be shared or included in communications

## **Section 3**

In this section, we require you to provide the contact details for two people who can be contacted should an "emergency situation" arise involving your child or young person. These people will be contacted after those detailed in section 2. Therefore, it is important that you do not use the same contact information as those in section 2. If you are unable to provide an additional two contacts please get in touch with Andrew on 07300016653.

## **Section 4**

At all of our events and activities we have a designated photographer appointed by the leader in charge or event organiser. They will take general photographs during the activity happening. However the leader in charge will make them aware of children / young people who are not allowed to appear in photographs. In this section, we are asking for your permission to use and store these photos. GDPR requires us to have permission from you to hold your child / young person's image and Child Protection guidelines require us to have your permission to use it.

Therefore, as all of our publications are stored electronically and social media platforms archive material, we have combined these two questions into one. Promotional Purposes can include PowerPoint display in church service, notice boards, publicity materials, flyers, newspaper articles etc

## **Section 5**

This section is where you can indicate your preferences should your child / young person have an accident or require medical attention. We are also required to get your permission to store the details on this form. It is important to note however that should you answer 'no' to section (C) then you will be required to complete a new registration form each time your child attends.

## **Section 6**

Under GDPR legislation a young person aged 14 and over has responsibility as to how some aspects of their data are used and a young person aged 16 and over has complete responsibility for their data. However, anyone under 18 must have parent/guardian permission. Therefore, to ensure we comply with GDPR we ask all young people who are or who will be aged 14 and above in the academic year to complete this.

## **How we manage your data**

We will handle all of the information contained on this form in line with the GDPR guidelines provided by PCI. Should you have any questions or queries about how the information supplied is being used /stored then you can contact Andrew Norrie on 07300016653 or [Andrew@BallygowanPresbyterian.com](mailto:Andrew@BallygowanPresbyterian.com).

You can also contact the Data Controller for the congregation via the Clerk of Session.

**Please tick which organisations / activities you would like this form to be used for.**

**This information will then be shared with the leader in charge of each organisation / activity.**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Girls Group        | <input type="checkbox"/> Sunday School                  | <input type="checkbox"/> Youth Events (excluding residential) |
| <input type="checkbox"/> Junior Bible Class | <input type="checkbox"/> Young Men's Group              | <input type="checkbox"/> Youth Fellowship                     |
| <input type="checkbox"/> Senior Bible Class | <input type="checkbox"/> Youth Club / Junior Youth Club | <input type="checkbox"/> Youth Trips (excluding residential)  |

1: Child / Young Person's Details	
Child / Young Person's Full Name:	
Name by which he/she is usually known:	DOB:
School Year from September 2022:	
Address:	
Postcode:	
Please indicate medical conditions, additional needs, allergies or dietary requirements relevant to your child, any medication being taken and anything else that would be helpful for the leaders to know about:	
2: Parent/Guardian Contact Information	
Name of Parent / Guardian:	
Home:	Mobile:
Email Address:	
Would you like the email address above to be added to our email mailing list for information on upcoming events and programmes? <input type="checkbox"/> Yes <input type="checkbox"/> No	
I give permission for Sunday School Teachers and Leaders in Charge to personally hold the details in Section 2 to be able to contact me in relation to last minute cancellations. <input type="checkbox"/> Yes <input type="checkbox"/> No	
3: Emergency Contact Details Please provide us with two other people (not listed above in section 2) we can contact in an emergency	
Contact 1's Name:	Contact 2's Name:
Relationship to Child:	Relationship to Child:
Phone no (including code):	Phone no (including code):
Mobile No:	Mobile No:
In the event of a medical emergency, leaders will endeavour to contact you as soon as possible using the contact telephone numbers given above. This will be done in the order supplied. Eg. Parent / Guardian-Contact 1. Contact 2	

#### 4: Photographic Permissions

Do you give permission for photographs/video footage taken of the child / young person named in section 1 to be used on the Church Website, Social Media Platforms, for promotional purposes and to be held electronically for storage and archiving purposes? *(tick as appropriate)*

☐ YES ☐ NO

#### 5: General Permissions

A) In the event of illness or accident, having parental responsibility for the child named above, I give permission for first aid to be administered where considered necessary by a first aider, if available, or medical treatment to be administered by a suitably qualified medical practitioner. ☐ Yes ☐ No

B) In the event that I am uncontactable I give permission for a leader to accompany my child to hospital, if possible, and to authorise any medical treatment, including general anaesthetic that may be necessary in my absence following medical advice. ☐ Yes ☐ No

C) I give permission for Ballygowan Presbyterian to hold this form and the information contained on file, both electronically and in hard copy in line with their privacy policy. I understand that this information will be held for archiving purposes as long as required and then destroyed / deleted. ☐ Yes ☐ No

D) I give permission for the young person named in Section 1 to take part in the organisations indicated at the top of this form and all associated activities. ☐ Yes ☐ No

E) In the event that our organisations need to run online for a period of time do you give permission for the child named in Section 1 to take part in online programmes via Zoom or another video call based platform, and agree to ensure they comply with our online guidelines / code of conduct?  
*(Our online guidelines and details of the platforms used will be published on the church website and Youth Facebook pages and updated regularly.)* ☐ Yes ☐ No

6: If the child / young person named above is aged 14 or over on 1<sup>st</sup> September 2022 or will reach this age before 31<sup>st</sup> August 2023 then they must complete the section below

I give permission for Ballygowan Presbyterian to hold my information as detailed on this form on file in line with their privacy policy. *(tick as appropriate)*

☐ YES ☐ NO

I give permission for Ballygowan Presbyterian to hold the images of me as agreed above in section 4 on file electronically for as long as necessary and/or archiving purposes. *(tick as appropriate)*

☐ YES ☐ NO

I agree that the information enclosed on this form about me is correct and I give permission for it to be collected and shared with Leaders in the organisations ticked above? *(tick as appropriate)*

☐ YES ☐ NO

Signature :

(Child / Young Person) Date:

By signing this form, I give permission for my child to attend the organisation(s) / activities indicated above and participate in all of their activities. I understand that it is my responsibility to inform the leaders of any important changes to my child's health, medication or needs and also of any changes to our address or to any of the phone numbers given above. I confirm the details given are correct to the best of my knowledge.

Signature:

(Parent / Guardian)

Date: