

Summer in the Borough 2010

If you are under 18 this form must be signed by your parent/carers and brought to each course/event/activity you plan to attend unaccompanied. If you are coming to more than one activity, you can copy the form, but it must be signed separately by your parent/carers for each activity.

1. Organisation, event and/or activity

Name of course/event as it appears in the Summer in the Borough brochure, or as described by the organiser:

2. Details of visit/activities

Venue: _____

Date(s): _____ Time: (from) _____ (to) _____

I agree to my son/daughter/looked after child* (*if looked after by Family Services)

Full name of child or young person: _____

Date of birth: _____

School attended: _____

taking part in this course/event/activity, as specified in the Summer in the Borough 2010 brochure. I have read the information and agree to his/her participation in the activities described and acknowledge the need for _____

(child or young person's name) to cooperate with staff and to behave responsibly.

Address: _____

Telephone no: _____

3. Medical information about your child

Does your child have a condition requiring routine treatment e.g. medication for asthma or diabetes? **(please circle)**

Yes No

If Yes, please give brief details, including special measures such as injection, means of storing the medication and how often to be taken:

Please outline any special dietary requirements: e.g. vegetarian, wheat allergy, non dairy, halal only : _____

Please state the type of pain/temperature control medication that your child may be given, if needed e.g. paracetamol, ibuprofen, asthma inhaler. If you give no indication, it will be assumed that no medication can be given unless prescribed by a medical practitioner.

6. Parental consent form for Council staff commissioning photography/video/webcam

The Council would like to be able to take a photograph/make a video/webcam recording of your child or dependent for promotional purposes. These images may appear in our printed publications, on our website, or both. To comply with the Data Protection Act 1998, we need your permission before we take any photographs or recordings of your child or dependent. Please answer the questions below, then sign and date the form where shown. We will not use the images taken, or any other information about your child or dependent, for any other purpose.

May we use the image of your child or dependent in printed publications produced by the Council for promotional purposes? **(please circle)**

Yes No

May we use his/her image on one of our websites? **(please circle)**

Yes No

May we use his/her image in DVD's that we produce? **(please circle)**

Yes No

Please note that websites can be seen throughout the world, and not just in the United Kingdom, where UK law applies. Please also note that the conditions for use of these images are set out below.

Conditions of use

1. This form is valid for two years from the date of signing. Your consent will automatically expire after this time.
2. We will not re-use any images after this time.
3. We will not include details or full names (which means first name and surname) of any person in an image on our website, or in printed publications, without good reason. For example, we may include the full name of a competition prize winner if we have their consent. However, we will not include the full name of a model used in promotional literature.
4. We will not include personal email or postal addresses, or telephone or fax numbers on our website or in printed publications.

7. Declaration

I agree to my son/daughter receiving medication as instructed and any emergency dental, medical or surgical treatment, including anaesthetic or blood transfusion, as considered necessary by the authorities present. I understand the extent and limitations of the insurance cover provided.

We would like to remind parents/carers that any behavioural issues may result in the child or young person being sent home early from the visit (you may also be asked to collect your child where necessary).

8. Data Protection Notice

The personal information that is provided on this form will be handled by the Royal Borough in accordance with the Data Protection Act 1998. The information provided

will be used for the purposes of conducting day trips and residential off-site activities. This information will only be used for these activities and their related purposes. The information provided by parents/carers will be disclosed to emergency contact officers and host facilities where deemed appropriate (i.e. dietary requirements.)

I hereby understand that any sensitive information collected here (i.e. medical information) will be handled in accordance with the data protection notice as stated above and I have read and understood the conditions of use regarding Council staff commissioning photography/video/webcam images.

Signed: _____

Date: _____

Full name and relationship (please use block letters): _____

Children and young people will not be able to participate in the activity if consent is not provided by parent/carers.

This form must be returned to the group or activity leader.

This form or a copy must be taken by the group leader on the visit. A copy should be retained by the EVC and the main emergency contact. Consent for UK-based residential trips must be obtained four weeks before departure and eight weeks before, if outside the UK.