



Bures Baptist Church

High Street, Bures St Mary, CO8 5JG

www.BuresBaptistChurch.org, www.facebook.com/BuresBaptistChurch

Dear parent/carers

Your young person has recently attended (or was interested in) Bures Youth Club. To enable them to keep coming, please complete the enclosed consent form.

Youth Club Details

- **When:** Friday evenings in term time, 7pm – 9pm
- **Who:** The club is for all young people in school years 9 to 13 (or equivalent if not at school/college)
- **What:** The youth club is a place where young people can just hang out and be themselves. We also have a pool table, wii, table tennis and other games. There is a tuck shop. In addition, they are occasionally allowed to use our music/sound equipment, and we may arrange one-off activities and discussion nights.
NB: The young people are free to come and go from our premises. You can indicate on the consent form if you would like us to text you when they leave.
- **Cost:** The club is free to attend.
- **Where:** Bures Baptist Church Hall, High Street, Bures, CO8 5JG.

Youth Club Rules

When the young people first arrive at youth club, they sign to say that they will stick to the rules, which we hope make the youth club a safe and relaxed place for everyone to be. If they break the rules 3 times in a night, they will be asked to leave for the remainder of the evening. If that happens twice in a term, then they will be banned for the following week.

Electronic Communication

Bures Youth Club leaders' phone numbers and email addresses are sometimes easily available. Bures Baptist Church has an Electronic Communication Policy (a copy of which is available upon request) which requires factual, clear and transparent communication, and only between 8am and 10pm, with the exception of a young person in crisis.

Yours faithfully,

Liz Moulton
Bures Youth Club Leader
Youth Work Coordinator for Bures Baptist Church
07956 068608
Liz.Moulton@BuresBaptistChurch.Org

Youth Club Privacy Statement

Under Data Protection legislation the church Charity Trustees of Bures Baptist Church are the Data Controller and can be contacted via Catherine Brown by ringing 01787 228767 or emailing catherine.brown@buresbaptistchurch.org

Why do you need my information?

We are collecting this information to enable the church to run Bures Youth Club safely, ensure we can contact you (or other nominated adult) in case of an emergency, contact you with details of cancellations, lost property or events for Bures Youth Club. Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest.

How will you store my information?

The information you supply will be held on this paper form in a folder which will be locked in a secure room on our premises. Only the Minister and the Bures Youth Club leaders will have access to this folder. Email addresses and phone numbers may be stored in Bures Youth Club leaders phone contacts and email accounts. Your young person's name will also be stored on the personal computer of one of the Youth Club leaders for the purposes of printing a register each term. In future a church computer or church computer database may be used for these purposes. If so your details will be password protected.

How long will you keep it?

Your details will be removed and destroyed from our system in the school year after your young person turns 18, unless you have ticked the box asking us to keep you informed about future activities we think you or your young person might be interested in attending. If this is the case we will retain your details for the sole purpose of notifying you of such events. We will NOT pass on this information to anyone else. You have the right to ask to be removed from this circulation list at any time. You have the right to ask to see any information we hold about you, update it or ask for it to be removed.

What if I have concerns?

If you are concerned about the way your information is being handled please speak to our Data Protection Trustee Catherine Brown. If you are still unhappy you have the right to complain to the Information Commissioners Office.

Young Person Information

Name of young person: Date of birth:/...../.....

Home Address:

.....

..... Postcode:

Mobile number (for updates e.g. start/end of term, cancellations etc.):

Useful Information: Medical info, allergies etc.

Please supply details of any regular medication, medical problem or disability that may affect regular activity; allergies or sensitivities to any food/medication (e.g. nuts, penicillin, plasters, fizzy drinks) *and the effects they have*; any other comments or information that may be useful:

Re: collection of young people from Bures Youth Club: is there any person we should know about who has restricted access to your young person? Yes / No
If yes, please contact Liz Moulton (liz.moulton@buresbaptistchurch.org or 07956 068608) with details.

Young people are free to come and go from our youth club. Please speak to us if you have told your child to stay on the premises and would like a text when your child leaves.

Parent/Carer Information

Name of Parent/Carer young person normally lives with:

Their relationship to the young person:

Contact telephone numbers:

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Emergency Contact: We would appreciate an alternative in case of an emergency.

Contact Name Telephone

Youth Club Notifications

P.T.O

We will send out occasional emails and texts with general youth club information, trips and cancellations. Please include all email addresses and mobile numbers you'd like it sent to, including the young person.

Name	Email Address	Mobile Number
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Declaration

- I understand that this consent form covers my young person to take part in the club and project activities of Bures Youth Club. I understand that separate permission will be sought for certain activities, including swimming, and outings lasting longer than the normal meeting times of the group.
- In an emergency and/or if I am not contactable, I am willing for my young person to receive emergency dental, medical or surgical treatment, including an anaesthetic, which is considered necessary by a medical authority.
- I will inform leaders of the Bures Youth Club staff of changes in any of the information requested on this form.
- I ensure that my young person understands as far as reasonably possible that it is important for his/her safety and the safety of the group as a whole, that any instructions given by staff in charge, are obeyed.
- I understand that while Bures Youth Club staff are in charge they will take all reasonable care of the young people, and unless they are negligent, cannot be held responsible for any loss, damage or injury suffered by any young person arising during clubs and projects.
- I understand that young people are counted to be in the charge of Bures Youth Club staff from the time they arrive at the clubs to the time that they leave the premises (for any reason, unless part of the club activity), and that those running the Bures Youth Club are not responsible to see that young people arrive at the club or arrive home after they have left.
- I have read the accompanying letter with details of the youth club rules, electronic communication and the privacy statement. I agree to my data on this form being stored in accordance with the privacy statement.

Please tick if you give permission for your young person to be photographed or videoed at Bures Youth Club activities. These may be used for display or publicity purposes. Bures Youth Club will not identify any young person by name in any promotional material.

Please tick if you'd like us to keep you informed about future activities we think you or your young person might be interested in attending.

Signed: Date: