**Youth Project Registration and Consent Form**

Hessle Road Network delivers a range of activities in the following locations:

* Network Young People’s Centre, Massey Street
* Massey Street playing field
* Astroturf, Adizone and Park, Massey Street

These activities may include cookery, arts and crafts, sports and fitness, issue-based workshops, dance and team games (this list is not exhaustive). All of our activities are risk assessed and appropriately supervised.

**To take part in our activities you, or your parent/legal guardian if you under 18, must provide the following information**.

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Age: \_\_\_\_\_\_\_\_\_\_\_Gender (Male/Female): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Tel No:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile No: (Young Person): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School Trainer Provider:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Ethnicity**
Which Ethnic group do you consider yourself to belong to? (Please tick)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| White British |  | Asian/Asian British  |  | Black/Black British  |  | Gypsy/Roma/Traveller |  |
| Other White Background |  | Chinese |  | Other Black Background |  | Other Ethnic Group |  |
| Mixed Ethnic Background |  | Other Asian Background |  |  |  | Prefer not to say |  |

**Disability**

Do you consider yourself to have any of these disabilities? (Please tick)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Learning Disability |  | Behaviour Issues |  | Physical Disability  |  |
| Mental Health Condition |  | Other |  |  |  |

**Health and Safety**

Hessle Road Network recognises the need to ensure the welfare and safety of all children and young people taking part in our activities. To meet this need, please supply the following information **and tell us immediately if any details change**.

**Medical Information**

Please explain any medical conditions or allergies that you have e.g. asthma, allergic conditions, diabetes etc and tell us about any prescribed medication (if not applicable, please put N/A).

|  |
| --- |
|  |

Are you classed as clinically vulnerable? YES/NO

Are you or anyone in your household classed as clinically extremely vulnerable? (NHS notification will have been received) YES/NO

**Emergency Contact Details
In the first instance we will contact:**

|  |
| --- |
| **Name** |
| **Address** |
| **Post Code** |
| **Home Tel No.:** | **Mobile Number:** |
| **Email:** |
| **Relationship to Young Person:** |

 **If this person is unavailable, we will contact:**

|  |
| --- |
| **Name** |
| **Address** |
| **Post Code** |
| **Home Tel No.:** | **Mobile Number:** |
| **Relationship to Young Person** |

Our evening sessions are defined as “drop in” sessions. This means that young people are free to drop in and out as they please. We are unable to ensure that your son/daughter remains at the session until the session end time. If your son/daughter is aged 12 or under and is asked to leave the session because of their behaviour, we will make every effort to inform the emergency contact using the details provided on this form. **It is essential that you inform us immediately if any of your emergency contact details change.**

**Child Protection**Hessle Road Network has a comprehensive child protection policy in place. It is a statutory requirement for us to contact the relevant agency if we have a concern over the welfare of any child or young person. If you would like a copy of our policy please contact us on 01482 606077 or email info@hesslerdnetwork.karoo.co.uk

**Photographs, Video Recordings and Voice Recordings Consent**

Hessle Road Network staff and young people may take photographs, voice recordings or video footage, recorded during the process of youth work sessions and activities or for promotional purposes. These images/recordings may appear in any or all of our printed publications, in the newspaper articles or on the radio/TV, in video projects on our web and social media sites or external sites such as YouTube, all of which are public and could be shared.

|  |  |  |
| --- | --- | --- |
| **Photographs and Video Recordings** |  |  |
| May we use photographs of you\*/your child’s in our printed publicity such as posters, newsletters, leaflets, annual report etc? | Yes 🞏 | No 🞏 |
|  |  |  |
| May we use photographs and videos of you\*/your child’s on web and social media sites we control? (\*\*See online privacy note) | Yes 🞏 | No 🞏 |
|  |  |  |
| May we use photographs and videos of you\*/your child’s image on our media press releases? | Yes 🞏 | No 🞏 |
|  |  |  |
| May we use videos of you\*/your child’s image on promotional and youth project videos, which may be shown on our web site and sites such as YouTube? (\*\*See online privacy note) | Yes 🞏 | No 🞏 |

|  |  |  |
| --- | --- | --- |
| **Voice Recordings** |  |  |
| May we use voice recordings of you\*/your child’s audio recordings on web and social media sites we control? (\*\*See online privacy note) | Yes 🞏 | No 🞏 |
|  |  |  |
| May we use voice recordings of you\*/your child’s audio recordings when promoting the project in the media? | Yes 🞏 | No 🞏 |
|  |  |  |
| May we use voice recordings of you\*/your child’s audio recordings on promotional and youth project videos, which may be shown on our web site and sites such as YouTube? (\*\*See online privacy note) | Yes 🞏 | No 🞏 |

*Notes*

*\* If aged 18 years or older: the young person may complete this form without parent or legal guardian consent.*

*\*\* Online Privacy Note: whilst we can remove your\*/your child’s image/audio recordings from our own website(s) at your request, once an image/audio recording is published online it is in the ‘public domain’ and may have been copied by other web sites which we have no control over. Where images/audio recordings are put into the public domain, their life is effectively ‘indefinite’ and in the case of the web, effectively global.*

**Consent Statement**

In line with Data Protection legislation we must have your consent for the young person named in this form to take part in our sessions/activities. If you choose not to give consent, you or your child **will not** be able to take part in any sessions/activities.

We would like a written record that you understand and have given your consent, so we will ask you to sign this form to this effect. A copy of this form will be issued to you. It is your responsibility to ensure that you have received your signed copy.

You can stop your consent at any time by contacting Julie Robinson, Chief Officer, Hessle Road Network Young People’s Centre, 1 Massey Street, Hull HU3 3LA email: info@hesslerdnetwork.karoo.co.uk

**Parent/ Legal Guardian Consent for Medical Assistance**

In the event of an emergency where your child may require medical assistance /intervention – do you consent to Hessle Road Network taking the necessary steps required. We will contact you as soon as possible to alert you of this emergency. If you do not consent your child will not be able to take part in any sessions/activities.

|  |  |
| --- | --- |
| Yes 🞏 | No 🞏 |

**Data Protection Statement**

We collect your personal information to:

* Plan and provide activities for young people and monitor their take up.
* Plan the health and safety of young people taking part in our activities.

We act as a Data Processor for Hull City Council who fund out work and share your personal information with them as a condition of being paid for our work. We will not use your information for any other purpose than that stated or pass it to anyone else without your permission, unless we are required to do so by law. Your information will be stored securely.

We keep the information you have supplied for seven years after you last attend an activity session, for insurance, health and safety, and safeguarding reasons. After this time, it is destroyed. Photographs and recordings are kept indefinitely but anonymised after seven years since your last contact with us and used to promote our work

You have a right to ask for a copy of the information we hold about you, to ask us to correct any mistakes, and to ask us to delete the information we hold about you (unless there is a legal reason we must keep it). Requests must be made in writing and sent to Julie Robinson, Chief Officer, Hessle Road Network Young People’s Centre, 1 Massey Street, Hull HU3 3LA or email: info@hesslerdnetwork.karoo.co.uk

For further information on how we process, store, and share your personal information please see the Privacy Notice on the Policies page of our website at <http://www.hesslerdnetwork.org/>or request a copy from the Chief Officer.

**Declaration**

I give permission for the young person named in this form to be registered to take part in youth activities provided by Hessle Road Network at the locations mentioned on this form. I consent to provide all the information on this registration form as a necessary condition to take part in these activities.

Signed by Parent or Legal Guardian (\*or by the Young Person if aged 18+ years old)

|  |
| --- |
| Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Relationship to the Young Person (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

Hessle Road Network is a company limited by guarantee (No 04360117) registered in England and Wales and a registered charity (No 1097519).

Registered Office: Network Young People’s Centre, 1 Massey Street, Hull HU3 3LA

T: 01482 606077 E: info@hesslerdnetwork.karoo.co.uk