



Children & Youth Registration Form Including Terms and Conditions

(To be completed for each individual child or young person attending Open Access Play, After School Club, Youth Club or any other provision for Children and Young People. Please sign in ALL areas highlighted in yellow)

The following information is required to register your child and to ensure your child's safety. For more information on how we process and protect your information please contact us directly at Gilfach Goch Community Association, Cambrian Avenue, Gilfach Goch, RCT CF39 8TG.

Name of Provision	Gilfach Goch Community Association: Kids R Us Open Access Playscheme, After School Club, Youth Club or other children and young people's provision.		
Name of Child			
Home Address			Postcode:
Date of Birth		Age:	Gender
Emergency Contact Details			
Name		Telephone Number	
Relationship to the Child		Address	
Name		Telephone Number	
Relationship to the Child		Address	
Medical and Dietary			
Does your child have any medical conditions that may affect them during the play session? If yes, please give details here:			YES / NO
Does your child have a disability or specific care need? If yes please give details here:			YES / NO
Does your child have any special dietary requirements or allergies, including any type of non-prescription medication? If yes please give details here:			YES / NO
First Aid and Medical Treatment			
I give permission for a qualified first aider to provide First Aid to my child should he/she has a minor accident.			YES / NO
I give permission for my child to wear plasters.			YES / NO
I give permission for my child to receive emergency medical treatment by medical professionals in the event of an emergency.			YES / NO
I understand that every effort will be made to contact me, or another person named as the emergency contact should the need arise.			YES / NO
I agree I will complete an oral medication form each day the medication is required and understand the forms are available for completion by a designated member of staff			YES / NO



Photo / Imagery / Video			
<i>(Please be advised you can change your mind at any time about your child being in an image / video. If you do change your mind, please speak to the Play Leader.)</i>			
I give permission for my child to be photographed / videoed, which may include being used for displays within and out of the setting.			YES / NO
I consent to Gilfach Goch Community Association and Play Services (RCTCBC) using my child's imagery / video footage for future promotional purposes on all social media, websites, external media, Council Websites, Council social media accounts, Council digital and print publication.			YES / NO
I consent to Gilfach Goch Community Association and Play Services (RCTCBC) sharing my child's imagery / video footage with local and/or national media.			YES / NO
DECLARATION It is <u>ESSENTIAL</u> that this section is completed.			
I understand that my child or young person (CYP) will always be supervised during the open access play sessions, after school club and youth club. With regards to Open Access Play (Play Scheme Sessions) I understand that this is an open access play session for children aged 5 – 14 years and that my child is free to leave at any time. I also understand that the play staff are not responsible for my CYP once he/she has left the session.			YES / NO
I understand that if my child is aged between 5 years and 8 years old that I agree to dropping off my child at the setting at the start of each play scheme session and collecting my child from the setting on time at the end of each session.			YES / NO
I understand that if my child is 9 years of age or older, I may wish to pre-arrange with my child the drop off and collection procedures that as a parent/carer I feel are appropriate for my child when accessing or leaving open access play scheme sessions and I agree to inform play scheme staff of the arrangements by phone 01443 675004.			YES / NO
I fully understand that between 12.30pm and 1.00pm the open access play scheme is closed and that my child will not be supervised by staff during this time. I will therefore make suitable arrangements for my child to ensure he/she is cared for during this time.			YES / NO
I understand that by law we are required to follow the correct all Wales safeguarding procedures with regards to any safeguarding concerns we may have for children & young people who attend any of our Children and young People's provisions. This means that as part of our professional duty, we may be required to submit a C1, which will contain detailed information regarding our concern for your child's safety and wellbeing, to the Cwm-Taf-Morgannwg Multi Agency Safeguarding Hub. To avoid any misunderstanding, please be advised you MUST inform staff at the start of each session of any marks, bruises and/or injuries your child has.			YES / NO
Signed:		Date:	
Relationship to the child			
As Parent/Carer I understand that it is my responsibility to:			
Fully complete all registration paperwork issued by Gilfach Goch Community Association PRIOR to my child starting at that setting.			YES / NO
Ensure that a responsible adult will always be available to contact via telephone during the session.			YES / NO
Ensure that my child is collected promptly at the end of each session (if being collected by an adult)			YES / NO
If after a significant period of non-attendance, I will be required to complete a new registration form as the contact details may be out of date.			YES / NO
I have read the parent/carer responsibilities and agree to adhere to the procedures outlined above.			YES / NO
I understand full risk assessments for all activities are available on request and that the policies and procedures, terms and conditions are also available to me on request.			YES / NO
I consent to my information being shared with RCT Council Play Development Team.			YES / NO
I am aware of and consent to information contained within this form (and any attachments) being shared appropriately and securely to identified partners working with Rhondda Cynon Taf County Borough Council.			YES / NO
Signed		Date	
Relationship to the child			



PLAY SERVICES RCTCBC ask if you agree to the Play Development Team contacting the following service areas if additional information is required. This additional information will only be requested if it is required to support the placement of the child accessing the Service. The personal details we require are your name, contact details such as email address or telephone number and the time and date you visited our premises. This information will be kept for a period of 21 days from the date of your visit. For more information on how RCTCBC will store your personal information and how it will be used by the Councils please visit www.rctcbc.gov.uk/dataprotection.

Youth Engagement and Participation Services		YES / NO
Occupational Therapy Service		YES / NO
Disabled Children's Team		YES / NO
Resilient Families Service		YES / NO
Signed		Date

Relationship to the child	
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Terms and Conditions

This form registers the above-named young person as a user of the Gilfach Goch Community Association Children and Young People's Provision. The registration form MUST be completed on an annual basis. Do you agree to do this?	YES / NO
If any details on this form change before completing a new registration form, you MUST provide us with updated information including new telephone numbers, change of address or email information, allergy/medical information etc. Do you agree to do this?	YES / NO
I understand that my child will be supervised by staff and volunteers whilst attending a session but as an OPEN ACCESS Play Scheme, which is for children and young people aged 5-14 years. I also understand that if my child chooses to leave the playscheme setting AT ANY TIME, staff will not be responsible for them.	YES / NO
I agree that the Open Access playscheme staff / After School Club and Youth Club staff may need to give permission for my child to receive medical treatment in an emergency, including anesthetic.	YES / NO
During the opening times of the Open Access Play Scheme (for ages 5-14 years), After School Club (for ages 5-10 years) and Youth Club (for ages 11-25 years) children will have the opportunity to participate in various walks and park visits in the local area. I agree that my child will wear appropriate clothing for activities. In order for children to participate, they are required to have parental consent.	YES / NO
I fully understand and accept the terms and conditions and accept the policies and procedures that are in place.	YES / NO

Agreement

I agree I am the parent/carer responsible for the child named on this registration form. I agree that by signing this registration form, I am confirming that I have read and understood the terms and conditions of the Open Access Playscheme, After School Club and Youth Club Provision detailed in this registration form. I agree to read and understand the policies and procedures associated with each provision that is established and delivered by Gilfach Goch Community Association, a registered charity 1070802. I acknowledge that copies of the open access playscheme handbook along with all policies and procedures are available to me at any time.

Signed		Date	
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Print Name in Full	
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Relationship to the child	
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As the parent/carer of the child named on this registration form, I confirm I understand and agree to comply with the following:

The National Minimum Standards for Regulated Childcare State: "6.11 Children aged under 8 years are only released from the care of the provision to individuals named by the parents. Children over the age of 8 are only released from the care of the provision under arrangements which have been pre-arranged with the parents...". However, Open Access Play Provision is exempt from meeting the National Minimum Standards point 6.8 to 6.12. This means we are not responsible for your child prior to or after open access play scheme sessions start and/or finish. Nevertheless, Gilfach Goch Community Association Kids R Us Playscheme will not accept children into any play scheme session until parents have completed the registration form and agreed to either drop off and collect their child or inform the play scheme leader of any arrangements, they have put in place with regards to dropping off and collecting their child.



In the interest of your child's safety, please ensure that your child is brought into the play scheme session and not left at the door, in the corridor or in the car park as children can wander off and we cannot be held responsible for your child unless your child is placed safely into our care by you, or a responsible person named and authorised by you.

Our Play scheme sessions operate from **10.30am – 12.30pm and from 1.00pm – 3.00pm**. Children must be collected on time as staff are ONLY responsible for your child during these specified times.

Between the morning session **10.30am – 12.30pm** and the afternoon session **1.00pm-3.00pm**, the play scheme is closed. You must ensure you make arrangements to collect your child on time. We DO NOT provide supervision or care for children between 12.30pm and 1.00pm.

Our Youth Club Sessions are delivered between **5.30pm and 8pm on Monday, Tuesday and Wednesday** each week during term time only.

Our After School Club Sessions are delivered between **3.15pm and 4.45pm on Monday, Tuesday, Wednesday and Thursdays** during term time only.

If your child has an infectious disease including vomiting and/or diarrhea, please do not send your child to play scheme so that we can work together to avoid spreading the infection. If your child becomes ill during play scheme, parents/carers will be contacted via the telephone and informed and/or asked to collect your child.

If your child has any allergies or special dietary requirements it is important that you provide this information on the registration form and inform a member of the play scheme staff at the start of each session.

By signing this registration form, you agree to your child receiving any emergency medical treatment which may be required.

To maintain a quality provision, we welcome any suggestions or comments from you. If you have any issues or concerns which you wish to discuss, please speak to a member of staff. Any complaints will be monitored, and we will attempt to resolve matters in a constructive manner at the earliest possible time. Should you feel dissatisfied with the way in which we handle your complaint, you are able to contact Care Inspectorate Wales (CIW) on 0300 7900 126, Email: ciw@gov.wales

All children accessing our open access play scheme provision will be afforded equal concern, respect, and access to the wide range of play opportunities.

All staff working within the play scheme setting are committed to providing a safe, non-threatening environment for all children. The behaviour of children is managed in a way that respects their rights and promotes their welfare and development.

By law, we are required to follow the correct safeguarding procedures with regard to any safeguarding concerns we may have regarding your child's wellbeing. This means we may be required to submit information to the Multi Agency Safeguarding Hub. To avoid any misunderstanding, you should inform staff at the start of each session of any marks, bruises and/or injuries your child has.

In the event of unforeseen circumstances preventing us from opening play scheme on a temporary or permanent basis, we will notify all parents/carers as soon as we possibly can.

Our policies and procedures are available on request should parents/carers wish to make themselves familiar with these policies and procedures.

Open Access Play Scheme Provision is for 5–14-year-olds. The After School Club is for 5-10 years. The Youth Club is for 11-25 years. We appreciate your full cooperation in agreeing to this code of conduct which is in place to benefit all children and young people that access our provision.

Signed		Date	
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Print name in full	
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Relationship to the child	
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Please tick which provision you want your child to attend. You can tick more than one.

Playscheme (for ages 5 – 14 years) 10.30am – 12.30pm and/or 1pm – 3pm	
After School Club (for ages 5 – 10 years) 3.15pm – 4.45pm	
Youth Club (for ages 11 – 25 years) 5.30pm - 8pm	
Other children and youth activities (age may vary)	

