

# St Peter's After School Club



## Registration Form

### Child's Details

First Name:			
Surname:			
Date of Birth:		Age:	
First Language:		Gender:	
Address:			

### Parent/Guardian Details

Please give the name and address of every parent and carer of your child. This must include anyone who has legal parental responsibility for the child.

Parent/Guardian 1 Full Name:			
Address:			
Mobile phone:		Home phone:	
Work phone:		Email:	

Parent/Guardian 2 Full Name:			
Address:			
Mobile phone:		Home phone:	
Work phone:		Email:	

### Emergency Contact Details

Please list people who can be contacted in the event of an emergency concerning your child (include yourself and or the parent/guardians listed overleaf if appropriate).

	NAME OF CONTACT	RELATIONSHIP TO CHILD	CONTACT NUMBER(S)	NOTES (eg try mobile before work number)
1.				
2.				
3.				
4.				

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## Collection of Your Child

Who will collect your child?	
Agreed password for alternative collection:	

## Medical Information

Name of Doctor:		Telephone:	
Name of Surgery:		Address:	

Please tick if your child has any of the following conditions:

- Asthma     
  Epilepsy     
  Diabetes     
  Eczema     
  Heart Condition

Other medical conditions/information:	
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## Dietary information

Please tick if your child has any of the following dietary requirements/allergies:

- Nut allergy\*     
  Dairy allergy\*     
  Vegetarian     
  Vegan     
  Halal

*\*Please specify below*

Other dietary conditions/needs:	
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Children will participate in a variety of activities during their time in the club such as face painting, baking and arts and crafts. If your child has any relevant allergies or has a reason not to be able to take part in any particular activities, please note it above.

## Other information

Please detail any additional/Special Educational Needs your child has (continue overleaf as needed):	<i>If your child has an EHCP, please give a copy to the club.</i>
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Is there anything your child doesn't like/is scared of:	
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What are your child's favourite activities?	
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## General permissions

Please tick YES or NO to the following permissions.

	YES	NO
If necessary, my child may receive emergency treatment by a trained first aider.		
If necessary, my child may be taken to hospital in an ambulance.		
I give permission for my child to go on local outings eg to Vale Park.		

## Photo permissions

The use of photographs and video footage of the children is an important developmental tool which is widely used in play and educational settings for recording, sharing and displaying activities that your children have undertaken.

- Photographs and videos will only be collected and stored with a documented lawful basis.
- Where photographs are used on the school website or in an external publication, we will not accompany the photograph with any other identifiable information such as names without seeking prior, specific permission.
- Photographs and video will only be taken using Club/school equipment.
- Photographs may be retained indefinitely for archiving purposes in the public interest. Photos will be reviewed ten years from the date of leaving and if not required for future historical value, will be destroyed.

	YES	NO
For <b>display around the school</b> (eg corridors, the foyer, the hall)		
For use on the <b>school website</b> (names will not be used with photos). I understand that these images may continue to be present on the school website after my child has left the After School Club.		
To be provided to or taken by the <b>media</b> for publication (eg The Argus)		
For use in school publications such as our <b>school or club newsletters, handbooks or prospectuses</b>		
For Local Authority (Brighton and Hove) and school cluster <b>publications</b> , such as the Portslade Partnership Starting School booklet		
For <b>marketing purposes</b> , such as <b>banners or flyers</b> . I understand that these images may continue to be used after my child has left the After School Club.		

I understand that my child's place in the club must be paid for in accordance with the Admissions and Fees policy.

I understand that a month's notice is required to cancel or reduce attendance once booked.

I understand that a late fee will be applied for late collection of my child.

Signed (Parent/Carer):	
Date:	



## Privacy Notice

### *(How we use pupil and parent information)*

St Peter's After School Club is the data controller of information you provide to us and recognises its obligations of handling all such information in line with the Data Protection Act 2018 (DPA) and the General Data Protection Regulation (GDPR). This Notice sets out how and why we collect your information and what we do with it. We will update it from time to time as required by evolving laws, guidance and practice, informing you directly as far as is reasonably practicable of any substantial changes that affect your rights.

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer: [James England](#)

Telephone: 0800 0862018

Email: [dpo@dataprotection.education](mailto:dpo@dataprotection.education)

If you would like a copy of any documentation please contact the school office or Club manager.

*The categories of pupil information that we collect and hold include:*

- Personal information, such as names, addresses, and telephone numbers
- Characteristics such as language
- Medical and administration (such as doctors information, allergies, medication and dietary requirements)
- Attendance information (such as sessions attended, absences without notification)
- Safeguarding and Child Protection information
- Special educational needs
- Behavioural information
- Correspondence with and concerning staff, pupils and parents past and present
- Images of pupils (and occasionally other individuals) engaging in school activities, and images captured by the school's CCTV system (this is in accordance with the school's policy on taking, storing and using images of children).

*Parental information that we hold:*

We also hold information about parents and carers. Examples of this include:

- Basic personal information such as name, address, contact details, relationship to child
- Bank details and other financial information if required eg parent bank details for direct school payments

*Why we collect and use this information*

Our legal basis for processing personal information relating to you and your child is so that we can fulfil our contract with you and in some circumstances we will rely on consent as the lawful basis.

**A general overview of why we use this pupil data is:**

- To support pupils in the setting
- To provide appropriate pastoral care
- To assess the quality of our services
- To comply with the law regarding data sharing and safeguarding children
- To carry out our service within OFSTED regulations
- for the purposes of financial transactions and reporting such as the payment of fees, etc;
- to safeguard pupils' welfare and provide appropriate pastoral care, including to help children settle into the club;
- to monitor and assist (as appropriate) use of the school's IT and communications systems;

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- to make use of photographic images of pupils in school publications, on the school website and (where appropriate) and on social media channels in accordance with the school's and club's policy on taking, storing and using images of children;
- for security purposes, including CCTV;
- to carry out or cooperate with any club or external complaints, disciplinary or investigation process; and
- where otherwise reasonably necessary for the club's purposes, including to obtain appropriate professional advice and insurance for the school.

## Parents' information is collected so that:

- We can communicate with you about your child (in relation to things such as health and well-being, attendance and behaviour);
- Send you important information about the club;
- Provide you with access to tools and services we use in our club (such as parent payment systems, communication applications).

## The lawful basis on which we use this information

We process this information when there is a legal basis or when explicit consent has been obtained, such as:

- when necessary to carry out tasks in the club's or its community's public or legitimate interests
- For medical needs
- Safeguarding - this data is processed under the legal obligation of The Education Act 2002. Sections 21 and 175 detail how governing bodies of schools must promote the wellbeing of pupils and take a view to the safeguarding of children at the school, including our after school club.

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

## Collecting pupil/parent information

### How do we collect data?

We obtain pupil/parent information via a registration form when a child is registered for our club.

### Storing pupil /parent data

We hold pupil data securely in the club for the duration of a pupil's time at St Peter's Community Primary School. Any data that does not need to be retained after this time will be destroyed. The retention period for pupil records is Date of Birth of pupil + 25 years. We follow the DfE Data Protection Toolkit for Schools guidance on the retention of records.

### Who do we share pupil/parent information with?

We share pupil/parent information with:

St Peter's Community Primary School  
Parentpay (collecting payments from parents)  
Meritec (our CPOMS Child Protection and Safeguarding management system)  
FOSPs (Friends of St Peter's) Parent Teacher Association - pupil names and year groups only as needed during PTA event organisation  
Other in school after school clubs as needed for pupil collection purposes

Occasionally, we will need to share personal information relating to the school's community with other third parties, such as:

Social Services  
OFSTED  
government authorities (e.g. HMRC, police or the local authority);

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appropriate regulatory bodies such as the Independent Schools Inspectorate or the Information Commissioner's Office (ICO);

For the most part, personal data collected by us will remain within the club, and will be processed by appropriate individuals only in accordance with access protocols (i.e. on a 'need to know' basis). Particularly strict rules of access apply in the context of medical records and safeguarding files.

However, a certain amount of any SEND pupil's relevant information will need to be provided to staff more widely in the context of providing the necessary care and education that the pupil requires.

Staff, pupils and parents are reminded that the school is under duties imposed by law and statutory guidance (including Keeping Children Safe in Education) to record or report incidents and concerns that arise or are reported to it, in some cases regardless of whether they are proven, if they meet a certain threshold of seriousness in their nature or regularity. THIS ALSO APPLIES TO OUR AFTER SCHOOL CLUB. This is likely to include file notes on personnel or safeguarding files, and in some cases referrals to relevant authorities such as the Local Authority Designated Officer (LADO) or police. For further information about this, please view the club's Safeguarding Policy.

## Why we share data

We do not share information about our pupils with anyone without consent unless the law and our policies allow us to do so.

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you. To make a request for your personal information, contact the school office or the data protection officer whose contact details are on the first page of this notice, and ask for a Subject Access Request form.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Further information

If you would like to discuss anything in this privacy notice, please contact:

School Business Manager: [office@stpeters.brighton-hove.sch.uk](mailto:office@stpeters.brighton-hove.sch.uk) (in the first instance)

OR

Data Protection Officer: [James England](mailto:James.England@stpeters.brighton-hove.sch.uk)  
Telephone: 0800 0862018 / Email: [dpo@dataprotection.education](mailto:dpo@dataprotection.education)

Our Local Authority: Brighton and Hove Council - <https://www.brighton-hove.gov.uk/>

If you would like a copy of any documentation please contact the school office.

This policy was adopted by: <a href="#">St Peter's After School Club</a>	Date: 23/08/19
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