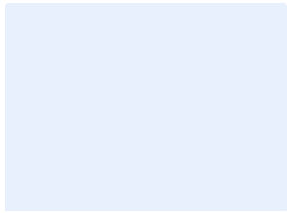


Malvern Special Families

Child Information Form 2020/2021

Confidentiality will be maintained at all times.

Please return to: Malvern Special Families, First Floor Offices, 73 Church Street, Malvern, Worcestershire, WR14 2AE.

Full name of child:		 Please attach photo here
My child likes to be called:		
Date of birth:		
Gender:	Male <input type="checkbox"/> Female <input type="checkbox"/> Non Binary <input type="checkbox"/>	
Full address where child lives (incl. postcode):		
Home phone no.:		

Who has parental responsibility?			
Mother's name:			
Address and postcode:		Mobile no.:	
Home phone no.:		Work no.:	
Email address			
Father's name:			
Address and postcode:		Mobile no.:	
Home phone no.:		Work no.:	
Email address:			
Carer/guardian's name:			
Address and postcode:		Mobile no.:	
Home phone no.:		Work no.:	
Email address:			

Please provide 2 contacts who can be called in an emergency if we CANNOT contact you.

Name of contact	Relationship to child	Home phone no.	Mobile no.
1.			
2.			

I confirm that the details for the emergency contacts listed above, have been provided with their full knowledge and consent.

Who has legal contact?			
Name of contact	Relationship to child	Home phone no.	Mobile no.

Name of person <u>NOT</u> allowed to pick up your child		
Name	Relationship to child	Reason for restriction

Child's Information	
School attending:	
Name and age of siblings:	
Language spoken at home:	
Religion:	
GP's name, address and phone no.:	
Social Worker's name:	
Diagnosis of child's disability/special need:	
Where did you first hear about Malvern Special Families?	

Ethnicity

White: British	<input type="checkbox"/>	White: Irish	<input type="checkbox"/>	White: Other	<input type="checkbox"/>	Mixed: White & Black Caribbean	<input type="checkbox"/>	Mixed: White & Black African	<input type="checkbox"/>	Mixed: White & Asian	<input type="checkbox"/>	Mixed: Other	<input type="checkbox"/>
Asian or British Asian: Indian	<input type="checkbox"/>	Asian or British Asian: Bangladeshi	<input type="checkbox"/>	Asian or British Asian: Other Asian	<input type="checkbox"/>	Black or Black British: Black Caribbean	<input type="checkbox"/>	Black or Black British: Black African	<input type="checkbox"/>	Black or Black British: Other Black	<input type="checkbox"/>	Chinese or Other Ethnic Group: Chinese	<input type="checkbox"/>
Chinese or Other Ethnic Group: Other	<input type="checkbox"/>	Prefer not to say	<input type="checkbox"/>	Please only complete this section if you consent to us holding this information. Information regarding ethnicity is used for contract monitoring purposes only. Your registration will not be affected if you choose not to share this information.									

Bathroom Management

Do they:	YES / NO	Further Details
Go to the toilet unprompted?		
Sometimes need reminders?		
Need to be supervised?		
Wear nappies or pads?		
Use special words or signs to indicate they need the toilet?		
Use special equipment e.g. hoist?		

Sensory and Communication Needs

Do they:	YES / NO	Further Details
Have any hearing loss?		
Understand verbal communication?		
Have trouble making themselves understood?		
Use sign language or any other non-verbal signs?		
Have any sight loss?		

Mobility Needs

Do they:	YES / NO	Further Details
Walk unaided?		
Use a wheelchair?		
Use other specialist equipment?		
Manage steps/stairs?		

Feeding Needs

Do they:	YES / NO	Further Details
Need any help with feeding?		
Have any specific routines i.e. warming/mashing food?		
Have a special diet?		
Have any foods you do not want them to eat?		

Learning and Development

What skills are currently being learnt at home that we can build and develop at our clubs? (next steps in development)	
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Play Needs

Do they:	YES / NO	Further Details
Need any special care when playing?		
Have favourite activities?		
Have least favourite activities?		

Behavioural Needs

Do they:	YES / NO	Further Details (please provide specific details and instructions)
Have any behaviour which might affect others i.e. biting/scratching?		
What might trigger the above behaviour?		
What is the best way to deal with the behaviour?		
What things might upset/scare your child?		
What is the best way of comforting them?		

Safety Needs

Do they:	YES / NO	Further Details
Have an awareness of danger?		
Try to run away or climb boundary wall fences etc.?		
Is there anything we should be aware of when planning for their safety?		
We run our clubs on a ratio of one adult looking after four children (1:4), one adult to two children (1:2) or one adult for one child (1:1) ratio.		
What would you suggest is the appropriate staffing ratio for your child and why?		
Does your child have a Behaviour Support Plan at school that we can use to support them at our clubs?		
Does your child have a Positive Handling Plan at school that we can use to support them at our clubs?		

If you would like to talk to someone about these ratios please contact our office on (01684) 892526.

Use this space to tell us any additional information that you feel we should know about your child in order to keep them safe. Please include any information that will help our staff ensure your child's enjoyment at the clubs and that of the children they play with.

Medical Needs

Will your child need to take medication whilst they are with us?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, name of medicine to be taken at MSF clubs Please complete a Medication Administration Consent Form for <u>each</u> medication that your child will need to take whilst in our care.	What medical condition is the medicine is for?
1.	
2.	
3.	
4.	
If your child's medicine is complicated to administer, is there someone that can train/advise the setting staff? e.g. school nurse, parent/carer, school teacher, health visitor etc.	

Important:

Medication must be brought in a container with a pharmacy label on it, which clearly shows the child's name, drug name, dosage, and times. Parents/carers will need to sign a medication consent form and will also need to sign the medication record daily.

Does your child take medicines at home?		YES <input type="checkbox"/> NO <input type="checkbox"/>
Name of Medicine (at home)	What is the medicine for?	What dosage does your child take?
1.		
2.		
3.		
4.		

Allergies

Does your child have any known allergies?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, what are the likely consequences should they be exposed to this?	

Diabetes

Is your child diabetic?	YES <input type="checkbox"/> NO <input type="checkbox"/>
If YES, what care is required by MSF staff?	
** If insulin is required to be administered during club time, please complete a medication consent form **	

Epilepsy

Does your child have epilepsy/seizures?	YES <input type="checkbox"/> NO <input type="checkbox"/>
What triggers your child's seizures? (e.g. fever)	
What are the warning signs?	
What behaviour is expected during the seizure?	
What is the usual duration of the seizure?	
What care and medication is needed? <u>If medication is required, please complete a medication consent form.</u> It is Malvern Special Families policy to call an ambulance in the event of a child/young person having a seizure at one of our clubs.	
How often does your child have a seizure?	

Vaccinations

Has your child had all of their childhood vaccinations to date?	YES <input type="checkbox"/> NO <input type="checkbox"/>
When did they have their last Tetanus vaccination?	

Malvern Special Families

Parent & Carer Consent Form

Child's Name		Date of Birth	
Parent/Carer's Name		Today's Date	

Please sign (in ink) and date each box to give consent.

If you do not give consent, do not sign but cross the box out instead.

<p>Payment of Fees: I hereby consent to paying the fees in respect of clubs booked. I will pay this in advance for each session booked. Holiday Clubs: £20, Saturday Clubs: £20, 4's Company: £5.50, After School Clubs: £5.50. If fees are paid persistently late or not at all with no explanation, Malvern Special Families will be forced to terminate the child's place/registration after 6 months.</p>			
Signature of Parent/Carer:		Date:	

<p>Consent for Outings: I hereby consent to my child going on walks, outings and visits in the local community, including bowling and swimming. I understand that specific written consent will be sought for major excursions out of the county. I agree for my child to be transported by minibus, bus or taxi as required.</p>			
Signature of Parent/Carer:		Date:	

<p>Sunscreen Protection: I am responsible for applying sun cream on my child before arrival at Malvern Special Families clubs. I hereby consent to the staff of Malvern Special Families applying additional sunscreen to my child when needed - I will provide this in my child's bag and alert my child's keyworker to apply it on the day.</p>			
Signature of Parent/Carer:		Date:	

<p>Information Sharing: I hereby consent to the delegated Malvern Special Families staff, contacting my child's school to discuss care/support issues. I hereby consent to the details I have written in my child's information form, being shared where necessary 1) amongst the staff team at my child's club to ensure that the staff are aware of my child's needs, 2) for monitoring purposes for funding providers such as Worcestershire Children First and Children in Need.</p>			
Signature of Parent/Carer:		Date:	

<p>Medical Information: I hereby consent to Malvern Special Families processing my child's medical information, in order for them to be able to deliver the support they require.</p>			
Signature of Parent/Carer:		Date:	

<p>Administering Medication Consent: I hereby consent to the delegated Malvern Special Families staff administering medication, according to the details given in my child's information form and medication consent form. I understand that it is my responsibility to keep the playleader up-to-date with my child's medical information and I will inform them immediately of any changes. I will supply any medication needed at clubs, in the original fully labelled packaging.</p>			
Signature of Parent/Carer:		Date:	

<p>Emergency Medical Treatment: In the event that my child is involved in a serious incident whilst at the club, I expect the delegated member of Malvern Special Families staff, to contact me immediately on the emergency contact number provided on this form. In the event that my child requires immediate medical treatment before I am able to get to hospital, or if I cannot be contacted, I hereby authorise the delegated member of staff to consent to emergency medical treatment on my behalf.</p>			
Signature of Parent/Carer:		Date:	

<p>Policies and Procedures: I hereby agree to the Malvern Special Families rules, policies and procedures of the club, that are clearly explained in the policy documents available at each club.</p>			
Signature of Parent/Carer:		Date:	

<p>Premises and Collection: I hereby agree to safely deliver and collect my child to/from the club at the agreed opening and closing times. I agree that if I have any concerns over the settings premises, I will make an appointment to view the setting before my child attends and I will contact the playleader to liaise with them regarding my child's safety whilst on the premises. I understand that persistent late collection will result in the imposition of a fine of £10 per late collection or may lead to the loss of their child's place at Malvern Special Families.</p>			
Signature of Parent/Carer:		Date:	

I understand that any authorisations given above will remain in place unless I contact Malvern Special Families in writing to withdraw them. I will update my consent and authorisations annually at the time of registration renewal.

Malvern Special Families

Consent Form for Use of Images of Children

(Photographs, videos, DVDs and digital images)

Photographs and/or video recordings of children may be taken whilst they attend the setting to celebrate their achievements and successes and as evidence of their progress and development. Still or moving images may be published in our printed publications (e.g. prospectus, newsletters) and/or on our external websites. They may also be used to promote the good practice of the setting to other play staff, e.g. at training events organised by the Local Authority or national education/government institutions.

Children's names will never be published alongside their photograph externally to the club setting unless consent is given for purposes of a press photograph (consent no. 5). Names may be used internally, for example – on a display. Electronic images, whether photographs or videos, will be stored securely on the setting's network which is accessible only by authorised users.

Important: Please note that when consenting to images appearing on the internet, they can be viewed worldwide.

Before using any photographs/videos of your child we need your permission. **Please answer the questions below, then sign and date the form where indicated.**

1. Publications

Please tick/select **YES** or **NO**

May we use your child's photograph (unidentified) in the clubs prospectus, newsletters and other printed publications that Malvern Special Families produce for promotional purposes?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
May we use your child's image for recording in their development journal, monitoring outcomes purposes?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
May your child's image appear in other children's journal photos when engaging in group activities?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

2. Websites

May we use your child's image (unidentified) on the Malvern Special Families Facebook, Twitter other MSF social media accounts?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
May we use your child's image (unidentified) on the Malvern Special Families website?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
May we use your child's image (unidentified) for partner websites such as Regency and Fort Royal Schools to promote our clubs at those venues and other external websites?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I understand that where I have given consent to images of my child appearing on the internet, they can be viewed worldwide including countries where UK data protection law does not apply.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

3. Video

May we use your child's image (unidentified) on video internally for an activity or monitoring purposes?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
May we use your child's image (unidentified) on video externally for an event, fundraiser or monitoring purposes?	YES <input type="checkbox"/>	NO <input type="checkbox"/>

4. Press Events

May we use photographs or films containing your child's image in press events and publicity such as publication in a newspaper?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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5. Use of full name

May we use your child's full name published with a press photograph?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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This form is valid from the date of signing until your child leaves the setting. Photographs and videos may be securely archived after your child has left the setting. Photographs and videos used for publicity purposes may continue to remain in circulation after your child has left the setting, up to the date of their 25th birthday. You may withdraw your consent, in writing, at any time **but it may not be possible to remove images that are already in circulation or have already been published** although every effort will be made to do so.

We recognise that parents, carers and family members will wish to record events such as plays, sports days etc. to celebrate their child's achievements. The setting is happy to allow this, at the discretion of the CEO, on the understanding that such images/recordings are used for purely personal family use. **Images containing children other than their own should not be put on the internet for any reason, without first seeking permission from the other child's parents/carers.**

As the child's parent/guardian, I agree that if I take photographs or video recordings of our child/ren which include other children, I will use these for personal and family use only (as stated above).

Name of child:	
Name of person with parental responsibility: (please print)	
Declaration: <i>I have read and understood the conditions of use on this form.</i>	
Signature of person with parental responsibility:	Date:

A full copy of the setting's policy on the safe use of children's photographs may be obtained upon request.

Data Protection

Malvern Special Families takes your privacy seriously and we have taken steps to protect it. Any personal data you give to us, including photographic images, will be processed strictly in accordance with the General Data Protection Regulation (GDPR) 2018. We will not share your details with third parties without your consent, except where we are legally compelled or obligated to do so.

Malvern Special Families (MSF)

Parent & Carer Contract 2020/2021

MSF clubs aim to provide a safe, fun and relaxed place where children aged between 5 and 18 years are encouraged to learn through play and make friends. We do this by providing them with stimulating activities, materials and opportunities. They can develop their social skills, develop life skills and most of all have fun whilst giving the family a short break.

MSF is a charity, managed by a voluntary committee of trustees including parent and carers of current and past attendees of MSF clubs. MSF clubs are regularly inspected by OFSTED and we quality assure our work as part of our commitment to excellence. Our Policies and Procedures file, which provide the framework for our daily operation, is available upon request at all clubs and we hope that you will take the time to read through them.

MSF welcome parental involvement and feedback, so that we can shape our services to meet your needs. We ask parents and carers to attend the AGM, wherever possible. If you wish to get involved as a trustee or in fundraising please contact Gareth Jones (C.E.O.) on 01684 892526. Also let us know if you have special skills or exciting play opportunities, and are willing to help at the clubs. Your support is much appreciated.

MSF Clubs for Children

Children must have an up-to-date 'Child Information Form' and a signed parent/carers contract. This is intended to ensure that your child receives appropriate care to the highest standard.

Registration & Information

Our 'Child Information Form' is renewed annually. It is your responsibility as parent/carers to ensure that the details we hold on your child is accurate. These forms hold important information, including your doctor's name and contact details in case of an emergency if you are unavailable. We also ask that details of allergies and immunisations are recorded as well as behaviour triggers and details of epilepsy and diabetes etc. This is so that we can tailor our support to each child's individual needs.

We appreciate that this information is confidential and is only shared with staff on a need to know basis. Please notify MSF should there be any changes to the details in the registration form. You can do this by calling Helen Link at our Malvern office on (01684) 892526.

Malvern Special Families cannot be held responsible for a child's welfare if the parent/carers has misinformed or not updated their child's information.

In the event of an emergency, the playleader will contact the parent/carers using the details on the registration form. In the event that they are unavailable, then second contacts as listed on the registration form will be contacted.

Staff Ratio

The ratio of adults to children is determined according to each young person's individual need. This is so each child has the support and care they require. We offer sessions to parents according to a suitable place being available.

Booking In

Our club booking forms which go out to all families contain details of club venues, dates, times, activities and fees. This is issued termly in advance.

In the event of your child being unable to attend a booked session please phone Helen Link at the office at your earliest convenience. If you are unable to attend a Saturday Club and the office is closed, please call your playleader on the work mobile.

Playleaders are available to discuss any issues at the beginning and end of the daily session. Additionally we provide opportunities to talk to parents during social events, which are advertised to parents through our newsletter.

Safeguarding Children

All children must be signed in on arrival and out again (including time) when leaving. You must also record who will be collecting your child at the end of the session. All people collecting must be known to the staff and over the age of 16 years. We work within the guidelines of the Worcestershire Safeguarding Board's publication of "Working Together to Safeguard Children" March 2015, "Safeguarding and Child Protection Guidance for Early Years and Childcare Providers" 04.2017. We believe that everyone involved in the care and development of children has a role to play in safeguarding and we take this responsibility very seriously. Our Designated Safeguarding Lead for safeguarding is Gareth Jones (C.E.O). If you have any safeguarding concerns, you can contact him at our Malvern office on (01684) 892526.

Settling In

You will usually be invited to a settling in session. Please use this as an opportunity to share with our staff those valuable tips and tricks for caring for your child. We understand that some children settle quickly and others take longer.

Medication & Illnesses

It is a condition of our club's insurance that the administration of drugs or medicine during our clubs takes place only under the strict conditions outlined in our medical policy. All medication administered at Malvern Special Families clubs must be provided in the original fully labelled packaging. The parent/carers must provide a signed, completed medication administration form for each medicine required to be administered at the club.

We support children with lowered immune systems therefore, if your child has an infectious disease e.g. measles, chicken pox, impetigo, conjunctivitis etc. please let the office know. We are also unable to take children who have had sickness/diarrhoea symptoms in the last 48 hours. When dropping your child at a club, it is important to let us know about any existing injuries (including cuts and bruises) that your child may have.

Food & Drink

All children are offered a drink of water and fresh fruit at break times. Please provide a healthy packed lunch and drinks for your child when attending MSF clubs. Please use chill packs to keep food fresh where possible. Children are not permitted to bring sweets to MSF clubs. All of Malvern Special Families Clubs are No Nut Zones. Do not provide nuts or food containing nuts in your child's packed lunch.

Mobile Phones

Mobiles are not to be used on club premises. Children must hand in their mobiles to the playleader when they arrive at the club. These will be returned to them at the end of the club.

Clothing & Possessions

We strongly recommend that children do not bring in their own treasured possessions unless in exceptional circumstances, these should be discussed with the playleader. MSF take no responsibility for items that are lost or broken. Some of MSF clubs activities are messy, so we suggest that your child wears washable, practical clothes. Aprons may be provided, but they are not fully protective, and some children do not like to wear them. The children enjoy making use of the outside space, so please make sure that you leave your child's coat in colder weather, a hat and sunscreen in summer and even wellies when necessary.

Behaviour

Staff place a strong emphasis on positive attention for appropriate behaviour for play. We will praise often and be quick with praise. When a child has negative behaviour we will redirect the child to another activity and distract them. We can look at the activity and see if we can identify any trigger points that could be altered or removed. Children may be removed from a situation that is causing anxiety or distress and taken to a quiet safe place for behaviour recovery.

Physical Intervention

Malvern Special Families has a legal duty to maintain a safe environment at the clubs. Incidents may occur where the use of positive handling is required as a last resort. We have trained staff who will manage these occurrences. For some children there may be the need to use specific techniques to routinely manage their behaviour. This will be recorded in their Positive Handling Plan. Such arrangements will be fully discussed with parent/carers. All intervention will be recorded and monitored. All parent/carers will be informed after an incident where positive handling is used with a child.

In exceptional circumstances, parent/carers will be called for assistance if it is felt that their child displays challenging behaviour of such an intensity, frequency or duration, presenting too much of a risk to themselves and/or others, or behaviour which is likely to seriously limit use of ordinary club facilities.

Fees

We will invoice for club fees after a booking request has been submitted and places allocated. This is usually a term in advance. We use Quickbooks for all invoicing. In the case of cancellations, fees will not be refunded even if we were able to fill the place booked for your child. Persistent late collection will result in the imposition of a fine of £10 per late collection or may lead to the loss of their child's place at Malvern Special Families.

Courtesy

Malvern Special Families expect those accessing our services and premises to treat staff with the courtesy and respect that they would expect to receive themselves. MSF will not tolerate violence, verbal aggression, threats of violence or abusive language towards our staff. We would like to promote a courteous environment for all.

Complaints

If you are dissatisfied with any aspect of the club's provision or activity please talk the matter over with the playleader in the first instance. We hope that all complaints can be dealt with in an informal manner. However, a copy of the complaints procedure is available at all clubs or can be requested from the office.

Declaration

I have read and understood the terms of this agreement. An up-to-date registration form has been completed for my child for the current year (2020/2021).

Name of child:

Name of person with parental responsibility:
(print name)

Signature of person with parental responsibility:

Relationship to child:

Date:

DD	MM	YYYY
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Privacy Notice for Parents & Carers

How we will use the information you have given us on the Child Information Form

- We will use the information you have given to us about yourself to contact you about your child.
- Please ensure that you tell any additional adults that you have given us their contact details, so that we can contact them if we are unable to speak to you i.e. if your child is unwell, has an accident or is uncollected at the end of the session. If they have any questions or queries regarding this, please direct them to contact Caroline Conein (Service Manager) on 01684 892526.
- We will use the information you have given to us about your child to track their learning and development, to keep them safe and ensure we are giving them personalised care to meet their individual needs.

Choose how you would like us to contact you

We would like to keep you up to date on booking forms, club information and reminders, activity timetables, invitations to parties and information like our newsletter.

Please select how you want us to contact you below. Don't worry, if you change your mind you can update your choices at any time.

Are you happy for us to send you:

- **Club Booking Forms** (so that you can request places at our clubs on a termly basis) Yes No
- **Registration Forms** (so that we can keep your child safe with up-to-date information) Yes No
- **Malvern Special Families Newsletter** (so that we can tell you about important changes, dates & events) Yes No
- **MSF Fundraising & Volunteering Opportunities Newsletter** Yes No
- **Events & Information from third parties** Yes No

Are you happy for us to contact you via:

- **Post** Yes No
- **Email** Yes No If yes, please confirm your email address here:
- **Phone** Yes No
- **Text** Yes No

Our promise to you...

- We keep your data safe
- We don't sell your data
- You can review and change your choices at any time by contacting Helen Link (Office Administrator) on 01684 892526.

Name:	
Relationship to child:	
Signature:	
Date:	

Please return this form to: *Malvern Special Families, 1st Floor Offices, 73 Church Street, Malvern, Worcestershire, WR14 2AE.*