September 2026 - ***PLEASE READ OUR INFORMATION BOOKLET FOR BOOKING DEADLINES***

The Gosling Trust Registration Form

Date Received:

(After School, Breakfast and Holiday Club) PLEASE **USE BLOCK CAPITALS AND COMPLETE ALL PAGES**

***All sections of this form must be completed before children are able to attend the club**

Password if collected by another person: _____

Form of application for admission to out of school provision.

I being the parent/guardian/person having parental responsibility of the child named below, hereby apply for his/her admission to the Breakfast/After School/Holiday Club (Delete as applicable).

Full name of child:_____

Date of Birth: _____ *PLEASE ATTACH A COPY OF THEIR BIRTH CERTIFICATE

School Attended: _____ Class: _____

Home Address: _____

_____ Post Code:_____

Who has parental responsibility: Mother Father Both Other _____ (Delete as applicable)

Email Address_____

Name of Mother/Guardian_____

Address: _____

_____ Post Code: _____

Home Telephone:_____ Mobile No:_____ _____

Place of Work:_____

Work Telephone No:_____

Name of Father/Guardian:_____

Address: _____

_____ Post Code: _____

Home Telephone:_____ Mobile No:_____

Place of Work_____ Work Telephone No:_____

Signature:_____Print Name: _____

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EMERGENCY CONTACTS IF PARENTS/GUARDIANS NOT AVAILABLE e.g. Grandparent, neighbour or friend living locally who could collect your child if necessary:

Name:_____ Relationship to child:_____

Address:_____

_____ Telephone No:_____

Does your child regularly need to take any medication? YES/NO (Delete as applicable). If yes, please give details:

N.B. If your child needs to take any medication during any out of school provision session, please make sure you complete the appropriate permission form available from the staff.

Doctors Name:_____ Surgery:_____

Address:_____

Phone Number:_____

I give my permission for the Gosling Trust to seek any necessary emergency medical advice or treatment or in case of an emergency, a member of staff would contact the Ambulance Service or take your child to the Accident and Emergency Department whilst other staff try to contact you.

Signature:_____ Name: (in capitals)_____

Does your child have any allergies with regards to food? Please give full details:

Any additional information you would like the staff to know? Please also give details of any SEND information:

Continued

N.B. Please inform staff if any of the above information changes.

I have read the Parent Information Booklet and Privacy Notice and I agree to the terms and conditions set down in the Booklet.

Signed:_____Name:_____Date:_____

I agree/disagree to my child's photograph or artwork etc. being used for display purposes.

Signed:……Name: ……

I agree/disagree to my child's photograph or artwork being added to the Gosling Trust Open Facebook page:

Signed:……Name:……

The Gosling Trust Privacy Notice

How we use children's information

The Data Protection Officer with responsibility for monitoring this privacy notice is: Tracey Maitland.

Why do we collect and use children's information?

The Gosling Trust will record, process and keep personal information on you and your child in accordance with the General Data Protection Regulations 2018.
We use this data to:

The Gosling Trust Privacy Notice

- Contact you regarding your child
- Support children's learning
- Safeguard the children in our care in accordance with relevant legislation
- Comply with Government legislation
- Assess the quality of our services

The Gosling Trust may collect, hold and share two kinds of records on children attending our setting:

Developmental records These may include:

- Developmental information collected prior to the child starting at the setting.
  Developmental information collected from other childcare settings. Observations of children in the setting, photographs, video clips, samples of work and developmental assessment records (if required).
- A summary of the child's EYFS profile report.

Personal records These include:

- Personal details – including the information provided on the child's registration form and any consent forms and characteristics such as ethnicity, language and nationality.
- Contractual matters – including the child's days and times of attendance, a record of the child's fees and/or funding entitlement, any records of fee reminders and/or disputes
- Emergency contact details – including those people, other than parents/guardians with authorisation to collect the child from the setting.

Children's health and well-being – including discussions about every day matters regarding the health and well-being of the child with the parent/guardian, records of accidents and medication records.

Safeguarding and child protection concerns – including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a Looked After Child.

- Early support and SEN – including any focused intervention provided by our setting, a record of the child's IEP and, where relevant, their Statement of Special Education Needs.
- Correspondence and reports – including letters and emails to and from other agencies and any confidential reports relating to specific children.

Collecting Information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

The Early Years Foundation Stage (Welfare Requirements) regulations 2012 place a legal obligation upon us to collect and process much of the information detailed above. Therefore, we do not require your consent to collect this information as we have fair and lawful reason for doing so. All forms collecting data will clearly state our lawful basis for processing the information you supply and where the request is voluntary, or consent is required this will be clearly stated.

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The Gosling Trust Privacy Notice – January 2022

Storing Data

We ensure that access to children's files is restricted to those authorised to see them. These confidential records are stored securely at the Gosling Trust. We retain children's records for 2 years after they have left the setting, except records that relate to an accident or child protection matter. These are kept until the child reaches the age of 21 years or 24 years respectively.

Sharing Information

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so.

We routinely share information without consent with:

Local authority for the purposes of Early Education Entitlement for 2, 3 and 4 year olds and the Early Years Census and
The Department for Education (DfE) as part of statutory data collections

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, when:

- There is evidence that the child is suffering or is at risk of suffering significant harm.
- There is reasonable cause to believe that a child may be suffering significant harm.
- It is to prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

Further information regarding information sharing and confidentiality can be found in our policies.

Requesting Access to Your Personal Data

Under data protection legislation, parents/guardians, children and young people have the right to request access to information about them that we hold. Where a child is too young to give 'informed consent' the parent is the 'subject' of the file and has a right to see the information held.
Children's developmental records are shared regularly with parents/guardians and formal request to access these is not required.
To make a request for your personal information contact Tracey Maitland in writing.
You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Withdraw consent where given
- 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; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you would like to discuss anything in this privacy notice, please contact Tracey Maitland
If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the.

Information Commissioner's Office at: https://ico.org.uk/concerns/*Policy Details*

Written January 2022 *To be reviewed September 2026*