



# The Combined Churches of Olney

## Application & Consent Form (HBC) (one per child please)

Document Number: 58

Revision 2024/02

for ALL Children and Young People under 18

Organisation:

Holiday Bible Club 2024

Normal meeting day  
and times:

5<sup>th</sup> – 9<sup>th</sup> August 2024 9.30 am – 12 noon

### 1 - Contact Details

Full Name of child / young person: \_\_\_\_\_

Name by which the child / young person chooses to be known: \_\_\_\_\_

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

Postcode: \_\_\_\_\_

Home telephone number or mobile: \_\_\_\_\_

With whom does the child / young person live? \_\_\_\_\_

Relationship to child / young person: \_\_\_\_\_

Who has parental responsibility for the child / young person?

Parent 1:

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

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

(if different from above) \_\_\_\_\_

Parent2 (if any)

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

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

(if different from  
above) \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Postcode: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

(We need your email address so we can email you the Booking Confirmation)

Who do we contact first in the case of an emergency? \_\_\_\_\_

Are there any Restriction Orders in place?

Yes / No

If yes, against whom? \_\_\_\_\_

(Continued ....)

## 2 - Medical and all Special Needs Information

(please continue on a separate page if necessary)

Child's Name and Date of Birth: \_\_\_\_\_ DoB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Child's Registered GP: Name: \_\_\_\_\_

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

Telephone: \_\_\_\_\_

\*\*\*\*\* In order to provide the best care for your child, \*\*\*\*\*  
please answer the following questions honestly and with full details:

◆ Does your child suffer from **any** allergies: YES/NO \_\_\_\_\_

◆ Is your child on **any** medication: YES/NO: \_\_\_\_\_

◆ Has your child **any** health condition / special needs: YES/NO \_\_\_\_\_

◆ Has your child **any** behavioural or social needs: YES/NO \_\_\_\_\_

\*\*\*\*\* We MUST know about these \*\*\*\*\*  
in order our team can be properly staffed and prepared  
so as to give the best care for all children in our care  
if necessary, please continue on a separate sheet

## 3 - Declaration

I give permission for my son / daughter to take part in the activities of this club.

I understand that for the middle part of the morning the activities for the 7-8's take place at the United Reformed Church, High St, Olney and the 9 – 12's at the Church Hall of St Peter & St Pauls, Olney.

In signing below, I give my consent for my child to walk from the Baptist Church to one of these other locations and back again under supervision.

Safeguarding and Data Protection are being undertaken for Holiday Bible Club by Sutcliff Baptist Church and under its policies. A Data Protection Privacy Notice is attached for your reference.

- I give permission for these details to be entered on the Holiday Bible Club database.
- I give permission for photographs (including video) to be taken of my child whilst taking part in the activities of the club. I understand that these photographs may be used in reporting the event, e.g., The Phone Box, regional tv and radio.

I UNDERTAKE TO INFORM THE ORGANISATION LEADER SHOULD ANY OF THE ABOVE INFORMATION CHANGE

In the unlikely event of illness or accident, I give my permission for any appropriate first aid treatment to be given by the nominated first aider. In an emergency and/or if I cannot be contacted, I am willing for my child to receive necessary hospital or dental treatment including an anaesthetic.

Signed: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Parent or adult with parental responsibility

This declaration can only be signed by those with PARENTAL RESPONSIBILITY

(Continued ....)

<b>4 - Days Required &amp; Collection Arrangements</b>		
<b>Child's Name:</b> _____		
<b>Male/Female:</b> _____		
<b>Date of Birth:</b> ____ / ____ / ____		
<b>Age on 31/08/24</b> ____ Years		
<b>Please: -</b> <ul style="list-style-type: none"> <li><b>put a cross below on the days your child requires and</b></li> <li><b>provide the name of the collecting adult: -</b></li> </ul>		
	<b>Days required</b>	<b>Name of Collecting Adult(s)</b>
<b>Monday</b>		
<b>Tuesday</b>		
<b>Wednesday</b>		
<b>Thursday</b>		
<b>Friday</b>		

**I understand that:**

- in the event that I no longer wish to take up this place (on one or all of the days), I should contact Hilary Terry so that the place may be given to another child.
- Young people aged 12 and under must be collected by an adult, and not by an older brother or sister (unless they are aged 18 or over).
- If these collection details alter, I will inform the Registration Team in writing asap.

**If your child has a medical condition which necessitates specialist medical attention, e.g., EpiPen, his/her place at the Club will only be confirmed once any necessary medical care plans have been received and approved.**

Signed: \_\_\_\_\_ Parent /Adult with parental responsibility)

Name (Printed) \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Please return these forms as soon as possible to: -

**Hilary Terry, 53, Moore's Hill, Yardley Road, Olney, Bucks., MK46 5DY**  
 Or scan the completed forms and email them to  
**hilary@holidaybibleclubolney.org.uk**

Once Hilary has received the Application and Consent Form, and any necessary medical care plans, she will send you a confirmation of a place or notification of the waiting list.



# **Sutcliff Baptist Church**

**Market Place, Olney**

## **Privacy Notice – Holiday Bible Club Attendees (Children/Young People)**

**Document Number: 89**

Under Data Protection legislation, the Charity Trustees of Sutcliff Baptist Church are the Data Controller. Our Data Protection Trustee can be contacted by emailing [dataprotection@olneybaptist.org.uk](mailto:dataprotection@olneybaptist.org.uk).

We are collecting this information to enable the Combined Churches of Olney to run the above-named organisation effectively and safely and to ensure we can contact you (or other nominated adult) should the need arise.

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. If you are unable to supply the information requested then we will be unable to accept your child at the Holiday Bible Club.

### **Your Child / Your Details**

The information you supply on the appropriate Registration and Consent Form(s) will be held on the paper form in a folder which will be kept securely by the Organisation Co-ordinator (when not in use by the Leaders of the Organisation).

Additionally, much of the information is entered into the Holiday Bible Club database, held by the Organisation Co-ordinator, which is kept securely.

The Minister, Church Secretary, Data Protection and Safeguarding Trustees may request access to this information should it become necessary.

### **Your Rights**

You have the right to ask:

- To see any information we hold about you, by submitting a 'Subject Access Request' to the Church Secretary
- For information which you believe to be incorrect to be rectified.

If you are concerned about the way your information is being handled, please speak to our Data Protection Trustee. If you are still unhappy, you have the right to complain to the Information Commissioner's Office.