

# ISLAND Arts Centre



Parents/guardians of all participants aged under 18 are asked to complete a consent form before the start of a course or workshop. One form must be completed for EACH child in your party, each season.

Child's first name..... Child's surname .....

Address.....

..... Postcode .....

Home Tel No: ..... Mobile No: .....

Other Contact Tel No's (for use in case of emergency) e.g. mobile, parent's work, grandparent, neighbour etc

.....

Date of birth ..... Current Age ..... Male or Female .....

Does your son/daughter have any medical conditions or special requirements that we should be aware of, including allergies and any medication taken at present? If so please give details:

.....

.....

Is there anything else we may need to know about your child (e.g. is your child particularly shy)?

.....

**(Please Circle) Yes/No below as appropriate:**

**YES**

**NO**

- 1) I wish to enrol my child on the course(s)/ workshop(s) below in accordance with ISLAND's Booking terms and conditions:      **YES**                                      **NO**
- 2) ISLAND Arts Centre has permission, in the case of an emergency, to send the child to hospital by ambulance or to be treated by a medical professional or first aider: **YES**                                      **NO**
- 3) In accordance with Lisburn and Castlereagh City Council Photographic Guidelines I give consent for my child to be photographed or filmed without restriction and without compensation by either staff or press and understand that images may appear in printed publicity, media, digital media and/or on websites. Photos will be stored in a secure location and only authorised staff will have access to them. They will be kept as long as they are relevant, and after that time destroyed or archived: **YES**                                      **NO**

**By completing this form I have read and agree to abide by the expectations overleaf. (\*PTO\*)**

What are you enrolling your child for?

Name of course / workshop	Date of course/ workshop	Parent / Guardian printed name	Parent / Guardian Signature	Date of consent

## **Child Protection Standards**

We would like to bring parents/guardians up to date about our Child Protection Standards so that they can be sure about the level of care we provide for children attending courses and workshops at ISLAND Art Centre.

### **What Parents/Guardians Can Expect of Us - We will:**

- act *in loco parentis* from the published start time of the activity until the published end time. We are **not** *in loco parentis* for the child before or after the published times for activities.
- be vigilant about other users of the Centre. ISLAND Arts Centre is a member of Leisurewatch and our staff attend Child Protection and Leisurewatch Training.
- employ experienced, professional staff to run activities, who are subject to Access NI checks where appropriate, interview and monitoring by ISLAND Arts Centre
- risk assess all of our activities.
- tell you, subject to disclosure guidelines, anything we think you should know about your child. We ask tutors and staff to record details of any incidents about which you may want to be aware and comply with Lisburn and Castlereagh City Council's Child Protection Guidelines.
- run courses and workshops in controlled spaces that are not open to the general public.
- register the attendance of all under 18s before activities begin.
- We will comply with Lisburn and Castlereagh City Council Photographic guidelines.

### **What We Ask of Parents/Guardians - We ask Parents/Guardians to:**

- drop off and collect your child/children on time.
- tell us anything you feel we should know about your child/children.
- be aware that outside published activity hours and during visits to the toilet, your child/children are in a public building that has other users. If you have concerns about this, you are welcome to wait for and supervise your child during toilet visits or breaks.
- complete and sign this consent form prior to your child/children taking part in activities.
- keep us informed of any changes to personal details.
- note that ISLAND Arts Centre cannot be responsible for any loss of valuables.
- note that ISLAND Arts Centre reserves the right to exclude any child whose behaviour disrupts the work of the group.
- note that courses and workshops are non-refundable and cannot be exchanged.
- tell us if you have any comments about our service.

**If you have any comments or concerns, please do not hesitate to contact: Arts Reception Staff, ISLAND Arts Centre E: [arts.information@lisburncastlereagh.gov.uk](mailto:arts.information@lisburncastlereagh.gov.uk) T: 028 92 447 509**

**Please return to ISLAND Arts Centre, The ISLAND, Lisburn BT27 4RL before your child attends the Centre.**

**The information provided on this form will be kept on file & is confidential.**

All information provided by you on this form will be held and processed by Lisburn & Castlereagh City Council's Arts Service strictly in accordance with the General Data Protection Regulation 2018. Such data will be used by the Arts Service to administer our relationship with you (and your Child) and to provide you with information about our activities and for related purposes. We will not, without your consent, supply your (or your Child's) name and address to any third party except where (1) such a transfer is a necessary part of the activities that we undertake, or (2) we are required to do so by the operation of the law. Please read the Arts Service Privacy Notice and your rights at <https://www.islandartscentre.com/privacy/>