



**Holy Infant & St. Anthony
R.C. Primary School
Out of School Club – Anthony's Ark**

Name of Pupil: _____

Year Group: _____

DATA COLLECTION & CONSENT PACK

DATA COLLECTION FORM

(Please refer to the School's current Privacy Notice on the School Website)

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PLEASE COMPLETE IN BLOCK CAPITALS

Child's Personal Information:

Forename _____ Surname _____
Middle Name _____ Chosen Name _____
Male ☐ Female ☐ Year Group _____ Date of Birth _____

Child's Residential Address: *The address where your child normally lives.*

Address _____
Post Code _____ Telephone No _____

Child's Alternative Residential Address: *If applicable e.g. parents living at separate addresses*

Address _____
Post Code _____ Telephone No _____

Parental/Legal Guardian and Emergency Contact details (*please complete in priority order*)

Contact Priority 1

Surname _____ Forename _____ Title e.g.
Mr/Mrs/Miss _____
Home Tel No _____ Mobile _____ Work Tel No. _____
Relationship to child _____

Parental/Legal Guardian and Emergency Contact details

Contact Priority 2

Surname _____ Forename _____ Title e.g.
Mr/Mrs/Miss _____
Home Tel No _____ Mobile _____ Work Tel No. _____
Relationship to child _____

By signing this form you are confirming that you are consenting to Holy Infant & St Anthony (HISA) RC Primary School Out of School Club (OOSC) holding and processing your personal data to keep you informed about news, events, activities and services at HISA Primary School.

I consent to HISA Primary School contacting me in the following ways:

- written format (e.g. letters via your child or through the post)
- telephone
- Notification/message (via My Child at School app) to keep you informed about news, events, activities and services at HISA OOSC
- email (from the school server) to keep you informed about news, events, activities and services at HISA OOSC

Signature of Parent/Guardian _____ Date _____

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Additional Emergency Contact details

Contact Priority 3

Surname _____ Forename _____ Mr/Mrs/Miss _____

Place of work/Occupation _____ Work Tel No. _____

Home Address _____

Post Code _____ Home No _____ Mobile _____

E-Mail Address _____ Relationship to child _____

THE PERSON WHO IS DETAILED AS CONTACT PRIORITY 3 MUST SIGN HERE.

By signing this form you are confirming that you consent to Holy Infant & St Anthony Primary School holding and processing the details provided above for use in an emergency in relation to the above named pupil(s).

Signature of

named individual: _____ Date: _____

Basic Medical Information:

DOCTOR'S NAME/PRACTICE _____ Telephone No _____

Address _____

MEDICAL CONDITION(S)/DIETARY NEEDS/ALLERGIES

If your child has a medical condition that needs additional support, please contact the School to arrange a full review.

Does your child need medication with regard to any medical condition or food allergy?

If your child has an inhaler, please provide any additional inhaler for OOSC use only

Emergency Treatment Consent:

Child's Full Name _____ DoB _____

In the event that parent/legal guardian cannot be contacted, I give permission to contact the emergency services, seeking any necessary medical advice and/or treatment, **provided that the delay in obtaining my (parent/legal guardian) consent, in the opinion of the doctor or surgeon concerned, be considered likely to endanger my child's health or safety:**

Signature of Parent/Guardian _____ Date _____

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Any additional information you wish to provide:

I am aware of the following:

Data Protection Act / General Data Protection Regulation: With regards to storing data relating to my child, school issues a Privacy Notice (also known as a Fair Processing Notice), which is displayed on the School's Website.

That School uses a variety of "Third Party" online packages such as:

- to improve communicating with parents using packages such as My Child at School (MCAS) app etc.
- CPOMS - to record Safeguarding and Child Protection concerns
- MCAS - for session booking and online payment purposes only
- Medical Tracker – to record medical information and first aid reporting and monitoring
- Wonde - for free school meal holiday vouchers

I can confirm that the information provided on this form is accurate.

To ensure that the Schools' Records are maintained up to date for my child, I confirm that I will advise OOSC of any amendments to addresses, contact telephone numbers etc., as soon as these have changed.

In addition, I confirm that the Emergency Contacts (without parental responsibility) are aware that their information has been provided to the school and that they have signed to give their consent.

Name of Parent/Legal Guardian _____ PLEASE PRINT

Signed _____
(To be signed by the parent / legal guardian of the child)

Date _____

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CONSENT FORM – Photographs & Videos

During your child's life at Holy Infant & St Anthony RC Primary School (HISA) OOSC, we may wish to take photographs or videos of activities that involve your child. The photographs may be used for displays, publications such as our school newsletter, events, the School's website* or blog and by the Local Authority or by local newspapers.

To comply with General Data Protection Regulations (GDPR) we require your consent before we photograph or video your child.

Please provide your consent for the individual circumstances below by ticking the box alongside each option.

I give consent for my child:

- ☐ to have an individual pupil photograph taken by an official school photographer.
- ☐ to have a group photograph taken by an official school photographer.

I give consent for HISA Primary School:

- ☐ to take individual and group photographs of my child to be displayed in school (where names may be given in full).
- ☐ to take individual and group photographs of my child to be used on social media*, for example, Facebook and Twitter (where names will not be used).
- ☐ to take individual and group photographs of my child to be on the school website* (where names will not be used).
- ☐ I give consent for Press photographs to be taken of my child to be displayed (where names may be given in full) in local newspapers both online and in print.
- ☐ I give consent for individual and group photographs of my child to be used in school promotional literature i.e. the school brochure.

I give consent for my child to appear in:

- ☐ video recordings for use within school.
- ☐ live streaming for use within school.
- ☐ video recordings for use on the school website*.
- ☐ video recordings for use on the school social media*.
- ☐ photographs and DVDs of school performances to be offered for sale to parents/family members.

If you do not wish to give consent, please tick the box alongside each option below.

- ☐ I DO NOT give consent for the school to take or use photographs of my child.
- ☐ I DO NOT give consent for the school to take or use video recordings of my child.

I have read and understood the Conditions of Use on the back of this form.**

Child's Name _____

Parent or Guardian's signature _____ Date _____

Parent or Guardian's Name (capitals) _____

**Please note that websites/social media can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

***Please note that the conditions for use of these photographs are overleaf.*

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Conditions of Use

This form is valid for the period of time your child attend(s) Holy Infant & St Anthony RC Primary School OOSC and the consent will automatically expire when they leave.

To update your preferences or to withdraw your consent please contact the School Business Manager who will provide you with a copy of this form to complete.

Holy Infant & St Anthony RC Primary School:

- will not re-use any photographs/images (photograph) or digital/video recordings (video) after your child leaves this school.*
- will not use the personal details or full names (which means first name and surname) on our website or in a printed publication of any child or adult in a photograph or video.*
- will not include personal email or postal addresses or telephone numbers in video, on our website, or in a printed publication.*
- will not use the full name of a child in the accompanying text or photograph caption on an individual or group photograph for external use or on our website.*
- will not use an individual photograph of a child to accompany an article where the pupil's full name is in the text.*
- may include pictures of pupils and teachers that have been drawn by the pupils.*
- may use group or class photographs or video with very general labels such as 'a science lesson' or 'Enrichment Activity'.*
- will only use photographs of pupils who are suitably dressed, to reduce the risk of such photographs being used inappropriately.*
- will hold and use photographs and videos of pupils after your child leaves HISA Primary School for purposes of school heritage such as class photographs, in the school brochure, on our website and on trophies.*
- will hold and use photographs and videos of pupils to provide evidence of learning.*

Important:

I understand that I can take photographs/videos of school assemblies, events and concerts for my own personnel use; but that these photographs/videos should not appear on social media sites as I do not have the permission of the school or other families to do so.

Signed _____ (Parent/Guardian) Date _____

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Consent form off-site activities

Please sign and date the form below if you are happy for your child:

- a) To take part in activities that take place off school premises (i.e. the park adjoining school); and
- b) To be given first aid or urgent medical treatment during any off site activity.

Permission for Internet Use:

As part of curriculum enhancement and the development of ICT skills, Holy Infant & St. Anthony RC Primary School OOSC provides pupils with supervised access to the Internet including electronic mail (*email*).

We take positive steps to deal with the risk of children having access to undesirable material in school and we operate a filtering system, which restricts access to inappropriate matter.

Whilst every endeavour is made to ensure that suitable restrictions are placed on the ability of children to access inappropriate materials, neither the School nor the Local Authority can be held responsible for the nature or content of materials accessed through the Internet. The Council will not be liable under any circumstances for any damages arising from your child's use of the Internet facilities.

If you do not wish your child to use the Internet in school, please contact the school as soon as possible.

Signed _____ (Parent/Guardian) Date _____

My Child's Collection Instructions

Are there any specific arrangements for collection of your child from the club with regard to different parents/adults collecting your child on certain nights?

Are there any security issues of collection from the club by any other parent or any adults?

Please provide us with a simple password that can be used if ever you need to send another person to pick your child up from school. This will help us identify that you have given them permission to take your child home with them.

It is essential that all persons collecting your child are aware of your chosen password:

Child's Name _____ Password _____

If there are any changes to the above collection information, I will inform you in writing.

Signed _____ (Parent/Guardian) Date _____

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Sessions Required

I would like my child(ren) to start OOSC on _____

Please provide an indication, using the boxes below, of the sessions you would like your child(ren) to attend:

	Before School 7.30 – 8.45 am	Before School 8.00 – 8.45 am	After School 3.30 – 4.00 pm	After School 4.01 pm – 5.00 pm	After School 5.01 pm – 6.00 pm
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					

Please note that the above indication is not a confirmed booking. Once registered, you will be able to book and pay for your sessions using School Money online payment system via the Teachers2Parents app.

HOME - OOSC AGREEMENT

Pupils achieve their best when staff and parents support each other in partnership.

OOSC “Anthony’s Ark” agree to:-

- ♦ Welcome and include your child in all aspects of the club;
- ♦ Provide good quality activities for your child;
- ♦ Care for your child(ren) and keep them safe;
- ♦ Respect and value the contribution made by the children;
- ♦ Have up to date Health & Safety, Safeguarding and Behaviour policies in place which all staff are aware of and follow.

We, the parents/carers, agree to:-

- ♦ Collect our child(ren) promptly by the session end time (last session is 6 pm) and understand that there will be charges for late collection;
- ♦ Always collect our child(ren) ourselves or send a responsible person of the age of 16+ years by prior arrangement;
- ♦ If for some reason we are late or need to let you know that someone other than ourselves will be collecting our child(ren), we will phone the school on 01204 333111 or if between the hours of 7.30 – 8.45 am or 3.30 – 6 pm phone on 0774 861 0875;
- ♦ Inform the school office staff when our child(ren) cannot attend the OOSC. If this is done by 8 am on the day, no charge will apply. Otherwise, the usual daily fee will apply.
- ♦ Treat children and staff with respect;
- ♦ Let the OOSC staff know of any relevant personal issues that may affect our child(ren)’s behaviour or enjoyment of the club.

We, the children, agree to:-

- ♦ Behaviour in a way that is respectful of each other and adults, and to take care of all property.

Child’s Name.....

Signed by Parent/Guardian.....Date.....

Signed by Holy Infant & St Anthony OOSC:

D Furlong

01/09/2025

All parents are invited to sign this prior to your child starting OOSC.

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(Please refer to the School's current Privacy Notice on the School Website)

Contract between Anthony's Ark Out of School Club and the Child's legal guardian

Please read and sign to confirm your acceptance in order for us to register your child.

OOSC's Copy

This contract has been devised in conjunction with the School Staff who have the responsibility for the daily implementation of all the procedures.

It is agreed between both parties that:

1. Child Protection

Parents/carers must notify staff of any injury sustained by their child outside the club in order to establish the injury did not occur whilst in our care. In turn, staff will provide information on any accidents or injuries which may have been sustained whilst in our care. We are obliged to inform the School's Designated Safeguarding Lead of any child protection or safeguarding children concerns about the children in our care.

Your child will not be permitted to leave the club with anyone other than those with parental responsibility without prior arrangement. In the case of an emergency you should contact the club with details and provide a password.

2. Club Fees

When you child is offered a place, you are required to pay fees in advance using the My Child at School (MCAS) app. Your child's sessions will not be available without receiving payment via the booking system.

In an emergency situation or the unlikely event that the booking and payment system is unavailable, arrears may occur. Failure to pay any outstanding balance will result in your child's place being terminated.

3. Holidays and Absences

Parents will still incur charges for sessions they have booked regardless of any holidays or absence from those sessions.

4. Sickness

We have the right to exclude your child if your child is unwell or suffering from any contagious diseases. If your child falls ill during the session we would appreciate your co-operation in collecting your child promptly. 48 hours is the compulsory duration in which we cannot accept children into our setting if they have suffered from vomiting, diarrhoea, conjunctivitis or any other highly contagious illness.

We also reserve the right to summon whatever medical attention deemed necessary in an emergency or in the case of a severe illness.

5. Lateness

There will be a charge of £20.00 for lateness plus £10.00 per fifteen minutes of lateness after 6 pm. Failure to pay late fees will result in your child's place being terminated.

6. Change of Details

It is important that you let staff know if you have any changes of address, telephone numbers (including mobiles), doctors, email address etc.

DATA COLLECTION FORM

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7. **Cancellations**

You can cancel your booking up to midnight on the day before the booking using the My Child at Schoolapp. After this, sessions will still be charged for. If you wish to cancel due to your child being sick, you must inform the school before 8 am by leaving a message on 01204 333111 or calling 07748 610 875 between 7.30 - 8 am.

8. **Behaviour**

We expect your child(ren) to behave in accordance with the School's Behaviour Policy during their time within the club. Concerns about behaviour will be discussed with parents/carers.

9. **Early Years Foundation Stage**

As part of the Early Years Foundation Stage we are required by law to monitor and assess your child's development to improve their knowledge and skills. As part of this process we are required to share this information with the EYFS Class Teacher.

10. **Policies and Procedures**

The OOSC has adopted the policies, procedures and risk assessments implemented by the School.

Signed by Parent/Guardian.....Date.....

Print name

Signed by Holy Infant & St Anthony OOSC: ***D Furlong*** 01/09/2025

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Please hand all pages prior to this one to school.

Please keep all pages after this page.

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DATA COLLECTION FORM

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Print name

Signed by Holy Infant & St Anthony OOSC: ***D Furlong*** 01/09/2025

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How school communicates with our families



MyChildAtSchool
Bromcom Parent Portal

‘My child at school’ (MCAS) is designed to streamline how we communicate with parents and stop the need for multiple apps. Everything is in one place.

This includes:-

Key Features:

- Important notifications and updates
- Parent evening bookings
- Access to school calendars and events
- Update your personal details
- Access your child's attendance and report absences
- Trips and clubs
- Out of School Club bookings
- Online payments

To access your account:

- Download the ‘MyChildAtSchool’ app to your mobile device.
- Enter the school's ID: **15181**
- Use **your email address** that you provided to school

Operation Encompass is a national scheme that operates jointly between schools and all police forces.

“ Children who live in homes where there is domestic abuse, or who experience domestic abuse in their own teenage relationships, can be negatively impacted by this experience. ”

“ We have ensured that a member of our staff, (Designated Safeguarding Lead) known as a Key Adult, has been trained about Operation Encompass procedures. This allows us to use the information that has been confidentially shared with us by the police, to understand how a child may be impacted by domestic abuse and to then offer support to the child/ren in our care. ”

“ This information means that we can understand a child's behaviour and support that child in whatever way they may need or want. ”

“ Children who experience domestic abuse are recognised as victims of domestic abuse in their own right¹. ”

“ Operation Encompass means that our school will be told, prior to the start of the next school day, when police have attended an incident of domestic abuse where there is a child or young person who attends our school who is related to any of those involved in the incident ”

“ We are keen to offer the very best support possible to all our pupils and we believe that being part of Operation Encompass helps us to do this. ”

¹ Domestic Abuse Act 2021