|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Childs Details** | | | | |
| **Child’s Name:** |  | | **Child’s Surname:** |  |
| **Gender:** | ☐ Male ☐ Female | | **Date Of Birth:** |  |
| **Address and Post Code:** | |  | | |
| **Name and Address of School:** | |  | | |

|  |  |
| --- | --- |
| **Camp Venue:** | **Camp Attendance Date/s:** |
| **LSBU Hub 116-119 London Road, SE1 6LN** |  |

**Parents/Guardians Contact Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |
| **Telephone:** |  | **Mobile:** |  |
| **Password for Pick up:** |  | **Do you work/ study at LSBU?** | ☐ Yes ☐ No |
| **Email Address** |  | | |

**Emergency Contact (must be different from above)**

|  |  |  |  |
| --- | --- | --- | --- |
| **First Name:** |  | **Surname:** |  |
| **Telephone:** |  | **Mobile:** |  |
| **Email Address:** |  | |

**Payment Support**

|  |  |
| --- | --- |
| **Please confirm here if you are paying with childcare vouchers, tax free childcare or the student childcare grant payment service.** |  |

**Please state which ethnic group you most identify your child: (optional)**

This information will be used for equality and diversity monitoring purposes only.

|  |  |  |
| --- | --- | --- |
| **White** | ☐English ☐ Welsh ☐ Scottish ☐ Irish ☐ Northern Irish  ☐ British ☐ Gypsy or Irish Traveller ☐ Any other White background | |
| **Black / African / Caribbean /**  **Black British** | ☐ African ☐ Caribbean ☐ Any other Black / African / Caribbean background | |
| **Mixed / Multiple ethnic groups** | ☐ White & Black Caribbean ☐ White & Asian ☐ White & Black African  ☐ Any other Mixed / Multiple ethnic background | |
| **Asian** | ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Chinese ☐Any other Asian background | |
| **Other Ethnic Group** | ☐ Arab ☐ Any other ethnic group | ☐ Prefer not to say |

**Does your child have a disability, medical condition, allergies, dietary needs, ADHD, history of difficult behaviour, etc? This information will allow us to discuss the child’s needs with the parents/carers ahead of the activities and make reasonable adjustment to our programme where possible.**

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| ☐ **Yes** | If Yes, please include further details to assist us here: |
| ☐ **No** |

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| --- | --- |
| Specific medication requirements |  |

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| Any other information you think we should know about? |  |

**Marketing**

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| --- | --- | --- |
| I give permissions for photographs and videos to be taken during sessions that will be used for marketing and promotional purposes on the LSBU Active website, marketing and social media. | **Yes** | **No** |
| ☐ | ☐ |

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| --- | --- | --- |
| I would like to receive emails regarding services, updates and offers for children and parents. | **Yes** | **No** |
| **□** | ☐ |

**How did you hear about us?**

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| --- | --- |
| **Student/ Staff Newsletter** |  |
| **Online Search Engine** |  |
| **School Referral (Please state which School)** |  |
| **Social Media (Please state which platform eg Facebook)** |  |
| **Social Media Promotion** |  |
| **Southwark Newsletter** |  |
| **Referral from a friend** |  |
| **Flyers/ Posters** |  |

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| --- | --- | --- | --- |
| **Terms and Conditions attached**  **Terms and Conditions**  **Sports Camp**  **10% Discount Policy –** If you are registering your child and are enrolled as an LSBU student or staff you are able to receive 10% discount. Please send a picture of your student/ staff ID alongside your registration form as proof. We also offer 10% sibling discount, please send sibling registration forms together. LSBU Active’s 10% discount cannot be used in conjunction with other discounts. Eg. You cannot apply for “Child of LSBU Student Discount” and “Sibling Discount”.  **Cancellations or no shows –** All payments made are non-refundable unless due to injury or ill-health. In these cases, an official medical certificate from a medically qualified practitioner will be requested.  **Medical and special educational needs** - You are obliged to notify the centre of any pre-existing medical conditions or special educational needs your child may be experiencing, accompanied with any medication that may be relevant. If full information about medical or physical conditions, or behavioural matters are not provided at the time of registration it may result in your child being excluded from activities with no refunds provided. You will be required to complete a Medication Authorisation form for any medication left on site during your child’s visit.  **Behaviour** - Abusive or aggressive behaviour by your child towards staff or fellow children will result in immediate expulsion (non-refundable) and exclusion from future activities. In the event of this happening, the named emergency contact will be informed and expected to collect the child immediately.  Prior to participating in any LSBU Activity junior activity, you will be required to read and sign our Behavioural Code of Conduct which can be found online (also available at reception).  **Clothing** - As this is a sports-based session, any child not in correct clothing will not be allowed to take part (e.g. tracksuit bottoms, trainers/plimsolls etc.). **Jeans and non-sport shoes are not permitted.**  **Personal items** - LSBU Active will not accept any liability for the loss or damage of any personal items.  **Content, timing and delivery** - It may be necessary, for reasons beyond our control, to change the content, timing and delivery of our children activities (Sports Camp). When possible, advanced notice will be given.  **Safeguarding and child protection –** LSBU Active staff have a duty to respond if they suspect a child in their care may be suffering from abuse, or if a child makes a disclosure about abuse. In this event, staff will ensure one of the DSL’s has been informed.  **Bookings** – All activities are booked on a first come first serve basis, and are not confirmed until full payment has been made. This includes bookings which are to be paid through childcare vouchers.  **Lunch** - All children attending camp must bring a cold packed lunch with them. Please avoid bringing food containing nuts.  **Spare clothes** – it is advisable to pack a change of clothes in your child’s bag if you think your child may require it.  **Lateness – Please don’t be late to pick up your child**. (Please note we will allow a 15-minute period for potential lateness however this must be communicated with LSBU beforehand). If there is no communication after a long period of time LSBU Active will make an informed decision and Southwark Social Services will be contacted. Every effort will be made to contact the parent/guardian or emergency contact prior to contacting social services. Please also be advised that LSBU Active staff do not have any influence over fines and the contacting of social services.  Fines must be paid in full before your child’s next attendance. Non-payment of fines will result in your child being refused from attending forthcoming afterschool sessions and camp dates and your details will be passed on to the University’s credit control department who will pursue the payment.  **Data Protection**  LSBU Active is part of London South Bank University (LSBU), who are registered as a Data Controller.  This privacy notice explains how LSBU will process yours and your children’s personal data in connection with providing sports camps. Further information on how London South Bank University processes personal data, how to exercise your data protection rights, and how to make a complaint can be found in our Data Protection Policy <http://www.lsbu.ac.uk/footer/data-protection>.    The data collected on this form will be used by LSBU for the following purposes: administration of LSBU Active membership, day to day running of the Sports Camp.  The data regarding your child’s health/disability and ethnicity is special category data under the UK GDPR. The disability information is collected to allow us to make reasonable adjustments to our service.  The ethnicity data is collected for monitoring equality of opportunity and eliminating unlawful discrimination in accordance with the Equality Act 2010. This information is retained for statistical purposes only and will be anonymised.  Data is collected on the grounds of performance of a contract for the contact information and explicit consent for the special category and marketing consent data.    We will input the data from this form into our CRM provider in order to set-up your membership.  We do not share your or your child’s data with any third parties or transfer it out of the UK.  However, if you sign-up to receive emails from LSBU Active your email address may be shared with Mailchimp as they distribute our automated emails.  Mailchimp store their data in the US but please be assured we have the relevant data sharing agreement in place to support this.  We will retain all data relating to your child’s attendance for three years after the camp takes place.  Your data in relation to marketing preferences is retained for 8 years after you opt-in for marketing, but you can request it is deleted at any time after you opt-out.  **I have read the Terms and Conditions. I understand them and agree to abide by them.** I give permission for my child to participate in the activities I subsequently book. I confirm that the above information is correct, and if any details change I will inform LSBU Active at the earliest opportunity | | | |
|  | | |
| **Parent/Guardian’s Name**  **(please print):** | **Signature:** | **Date:** |