

## Consent Policy

### **Consent:**

Children's registration forms will ask for consent for the following:

- Administration of First Aid
- Sun cream application
- All aspect of toileting and changing as required
- Photographs
- Days Trips / Outings
- Contact with animals

All confidential information given by parents/carers will not be passed on without consent unless it is in the best interests of the child to do so.

Parents/carers will be able to share information and their views and concerns will be acknowledged and respected.

Appropriate and prompt action will be taken on any concerns raised and a record of all complaints will be maintained.

All children's records will be available to the parents/carers of that child. Relevant staff will also have appropriate access. Any anxieties/evidence relating to a child's personal safety will be kept in a confidential file and will not be shared within the group except with the necessary staff.

In Holy Trinity After School Club we ask all parents/carers to fill in a consent form before their children attend the club. Consent will also be asked for on a regular basis when any changes, trips etc occur. Please find a copy of our consent/permission form below.

**After School Club  
Permission Form**

Dear Parent/Carer

Name of Child \_\_\_\_\_

These forms are for office use only and will be kept in the office at all times.

I give permission for my child's clothes to be changed by a member staff should a toileting accident or other occur (staff and child will not be alone at any time).

Yes  No

I give permission for my child to be photographed by the staff of Holy Trinity After School for the use of wall displays and art only.

Yes  No

I give permission for staff to administer first aid to my child in event of an accident or emergency.

Yes  No

I give permission for the staff of Holy Trinity to help my child apply sun cream on hot days. (The sun cream will be provided by the parent in case of allergies).

Yes  No

I give permission for my child to go on any outings/day trips organised by the Holy Trinity After School. (See note at bottom of page).

Yes  No

I give permission for my child to have social contact with animals when on outings from Holy Trinity After School and during After Schools activities.

Yes  No

(Advanced notice of any outings will be given to parents, prior to them happening and separate permission slips have to be signed. Occasionally on holidays the After School will have access to Fort Hill Park access via the school grounds, parents will be informed of these outings.)

Parents/Carers signature \_\_\_\_\_