**Registration Form**



**Youth Engagement Team**

Fields marked with a **\*** must be completed

**Date:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Young Person’s Information \*** | | | |
| YP Forename \* |  | Date of Birth \* |  |
| YP Surname \* |  | Ethnicity |  |
| YP Mobile \* |  | Gender |  |
| YP Email address |  | Religion |  |
| Address \* | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postcode: \_\_\_\_\_\_\_\_\_\_\_ | | |

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| --- | --- | --- | --- |
| **Parent/Carer Info: \*** | | | |
| Name \* |  | Relationship \* |  |
| Mobile no. \* |  | Home no. |  |
| Email \* |  | | |

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| --- | --- | --- | --- |
| **Emergency Contacts \* (different from above)** | | | |
| Name \* |  | Relationship \* |  |
| Mobile no. \* |  | Home no. |  |

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| --- | --- | --- | --- |
| **Education / Employment (please tick all that apply)** | | | |
|  | At school / College – Please state: |  | |
|  | Doing volunteer work |  | On a training scheme |
|  | Employed |  | Unemployed |

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| --- | --- | --- | --- |
| **Is this young person supported by any other services? (please tick all that apply)** | | | |
|  | Social Services: Child Protection |  | Social Services: Looked After Child |
|  | Early Help |  | Youth Offending Service (YOS) / Probation |
|  | Child Adolescent Mental Health Service (CAMHS) |  | Keyworker/Mentor/Support Worker |
|  | Other…. Please state – | | |

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| --- | --- | --- | --- |
| **Social Worker Information:** | | | |
| Name \* |  | Mobile no. \* |  |
| Email \* |  | | |

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| **Does the young person have a learning difficulty/disability or any medical conditions?** | | | | |
| Yes |  | No |  | If yes, please state below: |
| **Please outline the learning needs of the young person:** | | | | |
|  | | | | |
| **Are all the young person’s vaccinations up to date? (Y/N )**  **Is there any medication the young person will need to take whilst with us? \* (Y/N) Please tell us below:-** | | | | |
|  | | | | |
| **Allergies/Dietary requirements:** | | | | |
|  | | | | |

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| **Tell us a bit about the young person:** e.g. other skills, hopes for project, what made them pick this project?  **Please also detail any Safeguarding and/or Behavioural needs** |
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| **How did the you/the young person hear about the project?** |
|  |

**How we use information about the Young Person**

**Why we collect and use this information**

We use children and young person’s data to:

* enable us to carry out statutory functions for which we are responsible, including safeguarding and welfare of children
* produce statistics and reports which inform decisions made by the council. Statistics are used in such a way that individual children/young people cannot be identified from them.
* evaluate, monitor and review service provision

**Personal and Sensitive Information**

We collect, process, hold and share the following information:

* personal information (such as name, date of birth, contact details and address)
* characteristics (such as ethnicity, religion and language) *[sensitive]*
* special education needs information
* relevant medical and health information
* parents/carers contact information
* youth activities participation records

**Using media content (photo, video and audio content)**

Croydon Council may take photographs, video and audio recordings (media) containing young people throughout the duration of the youth engagement team provision. This media is taken to publicise and record outcomes for the youth engagement team provision and to let young people know about other projects the youth engagement team are delivering. This media may be used in digital and printed publications (including Croydon Council’s website and social media pages) or may appear in local, regional or national media. We will not include any personal information on any digital or printed material.

Consent can be withdrawn at any time (see ‘Withdrawing consent’ section). If consent is withdrawn we will stop using the photos/videos/audio content for future purposes but may not be able to retract publications already in the public domain.

**Withdrawing consent**

Consent can be withdrawn at any point by unsubscribing from an email or newsletter or by contacting us on [youngcroydon@croydon.gov.uk](mailto:youngcroydon@croydon.gov.uk) or 07729 445 983.

Young people participating in a programme can withdraw their consent at any point by contacting us; however this may impact their ability to fully participate in the programme.

*For more information, including who we may share information with, please see our Privacy Notice which outlines information the Education and Youth Engagement directorate holds and what we do with it.* [*https://www.croydon.gov.uk/democracy/data-protection-freedom-information/privacy-notices/education-youth-engagement-service-privacy-notice*](https://www.croydon.gov.uk/democracy/data-protection-freedom-information/privacy-notices/education-youth-engagement-service-privacy-notice)

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| --- | --- | --- |
| **Consent** | **Yes** | **No** |
| I give consent for **personal and sensitive information** about this young person to be collected, processed, held and shared by Croydon Council’s Education and Youth Engagement Team |  |  |
| I give consent for this young person to **travel** on their own around the borough (Travelling to, from and during sessions). |  |  |
| I give consent for this young person to be **filmed, recorded and photographed** during the programme. |  |  |
| I give consent for Croydon Council’s Education and Youth Engagement Team to send **marketing** information on upcoming relevant programmes. |  |  |

**Name**

**Relationship to young person**

**Signature Date**