

GOSFORTH AMATEUR DRAMATIC SOCIETY
CHILD PROTECTION PROCEDURES – JUNE 2011 – APPENDIX 2

REGISTRATION FORM FOR CHILD OF COMPULSORY SCHOOL AGE

Please complete one copy of this form (legibly) for each participating child.

Name of Production			Performance Date(s)	
Child's Name			Date of Birth	
Name of Parent or Guardian			Telephone number	
Parent / Guardian's Address				
Alternative (emergency) contact name			Telephone number	
Name of GP			Location / Tel Number	
Do we have your permission to take your child to a doctor or hospital in an emergency if we are unable to contact you?				
Over the duration of this production will the child be involved in any other production? If so, please specify.				
How will the child be getting to the hall?				
How will the child be getting home from the hall?				
Note – For reasons of safety, we ask that children are delivered into and collected from the hall, not its car park or the adjacent road. We do not allow children to go off the Public Hall premises while in our care. If you do need your child to leave the premises for any reason, we will need written permission for them to do so, unless you are collecting them. Please record any permissions or restrictions in the space below.				
Details:				
Does the child have any medical conditions of which we need to be aware (e.g. asthma)?				
Details:				
Does your child have any allergies which need special care, or which might lead to your child needing emergency treatment (e.g. nut allergy, bee stings, severe hay fever)?				
Details:				

Continuation and signature overleaf

Does the child have any special dietary needs?
Details:
Is there any other information we might need to know about your child in order to meet their needs or keep them safe?
Details:

Photography and Video

Sometimes we may take photographs or make video recordings of children taking part in our productions. We may use these images in any printed publications that we produce, or on our website, but subject to the conditions stated below. To comply with the Data Protection Act 1998, we need your consent before we can photograph or make any recordings of your child.

May we use your child's photograph in programmes and any other printed material that we may produce for promotional purposes?	
May we use your child's image on the GADS website?	
May we include your child's image in any video recording of a performance for distribution to members and patrons of GADS only?	

CONDITIONS OF USE

1. A separate consent will be sought for each production.
2. If consent is given, photographs or recordings from this production may be used at any time in the future.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photograph on our web site or in any of our printed publications.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our web site, or in any of our printed publications.
5. If we use photographs of an individual child, we will not use the name of that child in the accompanying text or photo caption.
6. If we name a child in the text of any article or cast list, either printed or on our web site, we will not use a photograph of that child to accompany the article or cast list.
7. We may use photographs with very general labels, such as "the cast of Aladdin".
8. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. We will not distribute copies of any video recordings made of any of our performances to anyone other than members and patrons of GADS.

Parent's or guardian's signature:	
Date	

After completion, please return this form as soon as possible to:

(or to any GADS Committee Member)

Page 2 of 2