

THE COMPLETION AND RETURN OF THIS FORM IS A REQUIREMENT FOR
A CHILD’S REGULAR ATTENDANCE AT ALL SBC PLAY SERVICE PROVISION

Use of images

Occasionally, we may take images or film footage of the children at events or at play service provision.

We may use these images in Stevenage Borough Council publications or for advertising or promotional purposes.

Due to the nature of open access play provision, it is impossible to always obtain permission for images to be taken. Unless you tell us otherwise, we will assume that permission has been granted.

Please tick the box below if you do not consent.

I do not consent for images of my child to be taken, please tick here ☐

Keeping you informed

From time to time, we may, with your consent contact you by email, phone or mail informing you about Play Service events, news or changes to playcentre opening times.

Please tick the box below if you do not consent.

I do not consent for my contact details to be used to keep me informed of play service events, news or changes to opening times. Please tick here. ☐

I agree to, and will help support, the principles of the Play Service outlined in this form as the parent/carer/guardian of the child named on this Child Information Form.

I understand and accept the ‘Open access’ principles of the service.

I am aware that Stevenage Borough Council has policies which relate to its Play Services and that these are available for me to read on request.

I consent to medical treatment for the child named on this form in an emergency.

I agree to my child taking part in local off site activities supervised by play workers during sessions? ☐ Yes ☐ No

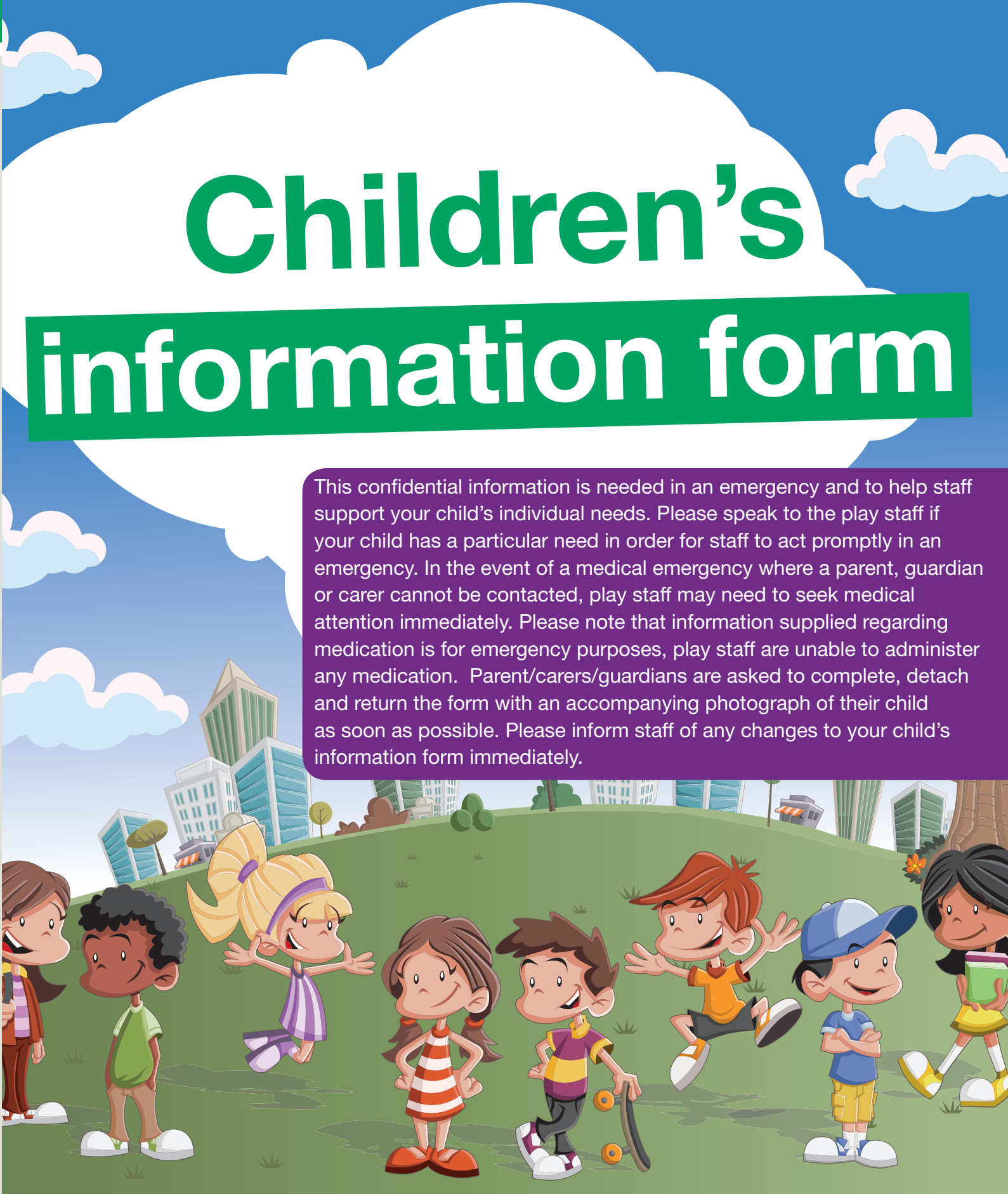
Parent/Carer/Guardian Signature:

Print name:

Date:

Children’s information form

This confidential information is needed in an emergency and to help staff support your child’s individual needs. Please speak to the play staff if your child has a particular need in order for staff to act promptly in an emergency. In the event of a medical emergency where a parent, guardian or carer cannot be contacted, play staff may need to seek medical attention immediately. Please note that information supplied regarding medication is for emergency purposes, play staff are unable to administer any medication. Parent/carers/guardians are asked to complete, detach and return the form with an accompanying photograph of their child as soon as possible. Please inform staff of any changes to your child’s information form immediately.



Dear Parent/carer/guardian

Please find attached a Children’s Information Form for your child (one form per child please).

The following information about Stevenage Play service is to give you an overview of the service your child is attending.

What is play?

Through play, children learn about themselves and the world around them. Play helps children develop confidence, self-esteem, creative abilities, dexterity and social skills, as well as being a way to explore the physical world. Every child deserves and has the right to play, and good play opportunities are everyone’s responsibility. Play is a drive in children that is thought to be vital to human development and survival.

Our age range

We cater for children and young people resident in Stevenage aged between 5 to 14 years.

Under 5's

The service is for children aged 5-14 years and the play resources and equipment reflect this. However, children under five years old may attend if accompanied by a responsible adult (at least 18 years old). Parents/carers must stay with their child at all times and are responsible for their own children throughout the activities. Some activities may be restricted for under 5’s due to safety concerns. Children under 5 must still have a completed information form in case of emergency.

Open access

Free adult supervised open access play enables Stevenage children and young people to come and go as they choose and there is no charge for attendance.

The purpose of the provision is to provide staffed play opportunities for children in the absence of their parents. Children are not restricted in their movements, other than where related to safety matters. Play staff cannot be responsible for children who leave the premises or the play environment. Children have the freedom of choice as to what range of play activity they wish to undertake and with whom they play.

Supervision

Play staff at each playcentre or holiday playscheme provide supervision and support for children playing at the setting or taking part in organised offsite activities, however, continuous supervision cannot be guaranteed. Under The Children Act 2006 parents retain responsibility for their children when they attend the scheme.

Risky play

We recognise that children need an environment that isn’t free from risk. For children to thrive, they need to experience and negotiate certain elements of risk in their play. The child takes the lead and the play workers are trained to respond to the play cues from the child if they need support in their play and social interactions. Play workers can provide resources that enable children to develop self-esteem, problem solving and the confidence to deal with new and increasingly complex situations.

Behaviour management

Play Staff believe that children flourish best in a well-organised environment where everyone knows what is expected of them, and children are free to develop their play and social learning without fear of being hurt or hindered by anyone else. We aim to work towards an environment in which children can develop self-discipline and self-esteem in an atmosphere of mutual respect and encouragement. Challenging behaviour within this context includes any form of racist comments, verbal bullying, swearing and physical actions that could harm another child or a member of staff.

Where a child has repeated difficulties, play staff will follow the play section’s behavioural management procedures in a way that is appropriate to the maturity of the child and the misdemeanour. Play staff will contact parent/carers for their support and may exclude a child for an agreed specified period - following the Stevenage Borough Council’s behavioural management policy.

Safeguarding

Stevenage Borough Council supports children’s rights as defined in the United Nations Convention on the Rights of the Child 1989. These rights must be realised for children to develop their full potential, free from hunger and want, neglect and abuse.

Child abuse is never acceptable in any circumstance, and every child has the right to be safe. Safeguarding, the protection of children and their rights, is everyone’s business.

Working in partnership with the community and safeguarding authorities, Stevenage Borough Council aims to make sure that children using its services are listened to and protected from abuse. The council’s staff must report all incidents or concerns they have relating to the wellbeing of a child.

Ofsted

SBC playcentres and holiday playschemes meet childcare and quality standards and are Ofsted inspected under the Early Years Register (compulsory and voluntary parts of the child care register). Reports are available on the Ofsted website.

Consent for using images of children

Photographs and other media recordings are often taken for Play Service purposes, such as training or local press coverage. If you have any objections to this, please inform a member of play staff on arrival at the playcentre or playscheme.

Personal belongings

We advise children to leave their valuables at home since we cannot be responsible for them once they are brought to a play session.

Equalities (separate form provided)

Stevenage Borough Council is committed to equality of opportunity in its provision of services. We believe that everyone has the right to be treated with dignity and respect. By providing equality monitoring information on your child’s information form this will help us to improve accessibility to our services.

The completion of the information form indicates your understanding of, and agreement to, the conditions governing your children’s attendance at Council playcentres and playschemes as set out in this leaflet. Staff cannot take responsibility for children where a child’s information form has not been completed, or where a child fails to acknowledge the authority and control of staff.

Stevenage Borough Council - Children’s Services

Children’s Personal Information Form

If you require help in completing this form or a translated version, please contact your child’s play site (**form to be completed by parent/carer/guardian**). Please complete the following information and return to your children’s playcentre or playscheme on their next visit.

Please attach a recent photograph of your child

Child’s first name	<input type="text"/>		
Child’s last name	<input type="text"/>		
Date of birth	<input type="text" value="DD/MM/YYYY"/>	Age <input type="text"/>	Male <input type="checkbox"/> Female <input type="checkbox"/>
Parents/carers/guardians name	<input type="text"/>		
Child’s home address (including post code)	<input type="text"/>		
	<input type="text"/>		
School name	<input type="text"/>		
Parents contact numbers	Home	<input type="text"/>	
	Work	<input type="text"/>	
	Mobile	<input type="text"/>	
	Email address	<input type="text"/>	

Additional emergency contact details (alternative numbers from above please)

Emergency contact name	<input type="text"/>	
Emergency contact address (including post code)	<input type="text"/>	
	<input type="text"/>	
Emergency contact numbers	Home	<input type="text"/>
	Work	<input type="text"/>
	Mobile	<input type="text"/>

Medical Information. This information is required to help us support your child’s individual welfare and play needs

Surgery address	<input type="text"/>		
Doctors name	<input type="text"/>	Phone number	<input type="text"/>
Is your child disabled or do they have an impairment?	Yes <input type="checkbox"/> No <input type="checkbox"/>	If yes to any question on the left or additional information, please tell us below	
Does your child have a specific dietary requirement?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Does your child have any allergies?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
Does your child have a known medical condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>		



ONE FORM PER CHILD

Equalities monitoring information

Stevenage Borough Council is responsible for ensuring all of the services we provide on behalf of the local community are provided equally, regardless of age, ethnicity, disability or gender.

To make sure this happens we need to monitor take up and use of services. The information you give will be kept confidential and will be used only to enable the council to monitor service delivery. (Compliant with Data Protection Act 1998)

Are you:

- Asian ☐
- Pakistani ☐
- Indian ☐
- Bangladeshi ☐
- Chinese ☐
- Other Asian background (specify if you wish)

Ethnicity

- White and Asian ☐
- White and Black African ☐
- White and Black Caribbean ☐
- Other mixed background (specify if you wish)

Mixed dual heritage

- Black ☐
- Caribbean ☐
- African ☐
- Other White background (specify if you wish)

White

- White ☐
- British ☐
- English ☐
- Irish ☐
- Scottish ☐
- Welsh ☐
- Other White background (specify if you wish)

Religion or Belief

Which group below do you most identify with?

- Buddhist ☐
- Christian ☐
- Muslim ☐
- Sikh ☐
- Jewish ☐

Any other religion or belief (specify if you wish)

Languages

Main Language Spoken at home?

Preferred language for written information?