

**Annual Registration Form 2019**

Your registration form will be returned to you if not fully completed

Registering user details – The registered user must have legal parental responsibility for all children on form							
Surname		Forenames		Title	University of Cambridge Payroll Number	Nationality *	
Please tick one parent/carer type and supply evidence (photocopy of student/staff card) if applicable							
CU Staff	CU Student	Cambridge Assessment	CUP	College Staff/CTO	Venue Employee	Venue Parent	General Public
Work Address		Home Address		Contact Details (minimum of 2 phone numbers required)			
				Email			
				Home Phone			
				Mobile			
				Work Phone			

Please supply contact details of <b>other adults</b> who can collect from Playscheme or be contacted in an emergency			
Name	Relationship to Child	Contact Number	Legal Responsibility (Y/N)

Children's Details					
Only children born on or before the 31 August 2014 may attend the February, Easter, May and Summer Playschemes 2019. Children born between 1 September 2014 and 31 August 2015 may attend the October Playscheme 2019. Children are not able to attend after their 16 <sup>th</sup> birthday.					
Child Surname	Forenames	Gender	Date of Birth	Ethnicity *	First Language
Please supply any additional information regarding your children. This could include behavioural, medical, or learning needs, language and communication skills, dietary requirements, allergies, any distinguishing marks or birthmark or if your child/ren has an Early Help Assessment in place. The more information that you provide, the better we will be able to prepare for your child's arrival. If your child has attended before, please continue to fill this out with as much detail as possible.					
Please supply details about the schools your child/children attend					
Child name	Name of teacher		Name of school		

 \* If you would prefer not to disclose this information, please mark here

### Declaration

**By submitting this form you are agreeing to the following terms and conditions:**

- 1). When registering with the University of Cambridge Holiday Playscheme (UCHP) you are confirming you have legal parental responsibility for all children named on this registration, and hereby consent for them to attend and to participate to the fullest extent of the child/ren's wishes in all activities and games offered by UCHP.
  - 2). By registering your child and signing this declaration you understand that UCHP needs to hold data on you and your child and you understand how it is collected. The data provided on this form will be treated in strictest confidence and will only be disclosed to staff of the University and UCHP in compliance with the GDPR. It will be used only for the purpose of Playscheme provision and will not be disclosed to others apart from in the case of a Safeguarding concern where not disclosing the information to the relevant authorities puts a child at greater risk. Please refer to the Confidentiality Policy.
  - 3). In addition, registration provides agreement from all parties to adhere to all UCHP policies and procedures [available at [www.childcare.admin.cam.ac.uk/playscheme](http://www.childcare.admin.cam.ac.uk/playscheme) or by contacting the Childcare Office], and the expectations and obligations therein.
  - 4). UCHP has a duty to report and share information connected to a suspected child abuse or neglect case with all concerned organisations and practitioners associated with children. This may include schools and family doctors.
  - 5). UCHP will administer appropriate first aid as required and seek any necessary emergency medical advice. In the event that a child is involved in a serious accident, UCHP will authorise any emergency medical treatment in the absence of the registered user or other parent/carers.
  - 6). UCHP accepts no responsibility for injury caused (other than by their own negligence) and accepts no responsibility for damage to, or loss of personal items brought to Playscheme.
  - 7). UCHP is duty bound to collaborate with all services involved with children's education and care.
  - 8). Children up to the age of 11 years will be shown U and PG certificated films. Children aged 11 and over may also be shown films rated 12 or 12A. If you do not find this acceptable at Playscheme, please indicate which certification is acceptable to you in the box at the foot of this table.
  - 9). UCHP will take and display photos of your children on site for the purposes of creating displays and supporting staff training.
  - 10). Children may not use their mobile phone or other internet enabled or electronic devices at Playscheme unless informed they may do so and if they are supervised. Over 11s may use electronic devices under supervision in the 'Over 11s Room'.
- \*Full policies, as well as further detail are online available at [www.childcare.admin.cam.ac.uk/playscheme](http://www.childcare.admin.cam.ac.uk/playscheme) or by contacting the Childcare Office.*

### Safeguarding

UCHP has a duty to safeguard your child/ren against harm. As a result, it is important for us to be kept informed of any changes in circumstances that might support us in doing so. If there is any information that will help us then please email it to [vicky.cornwell@admin.cam.ac.uk](mailto:vicky.cornwell@admin.cam.ac.uk)

Do you give permission for the child/ren named on this registration to attend all advertised off-site trips and outings (including Over 11's trips), swimming trips (children aged 8 and over) and any impromptu trips scheduled during a Playscheme? (Please circle, tick or delete as appropriate)	<b>YES</b>	<b>NO</b>
Do you give permission for the University of Cambridge Holiday Playscheme to use photographs of the child/ren named on this registration for publicity? Please note that UCHP will take and display photos of your children on site for the purposes of creating displays and supporting staff training. (Please circle, tick or delete as appropriate)	<b>YES</b>	<b>NO</b>
If your child/ren is over 11 years of age, do you give permission for them to leave the Playscheme site independently without a parent/carers, understanding that University of Cambridge Holiday Playscheme accepts no responsibility for personal loss/injury before the child/ren has arrived, or after the child/ren has left the premises. (Please circle, tick or delete as appropriate)	<b>YES</b>	<b>NO</b>
	<b>If yes, please indicate the earliest time your child is permitted to leave the site</b>	<b>TIME:</b>
If your child has a younger sibling, permission for them to be escorted home without an adult must be obtained each holiday.		

If you wish to register with UCHP, but do not wish to consent to a particular aspect, please detail below any specific objections, exemptions or concerns. UCHP may contact you in order to discuss these to best ensure we are able to best accommodate the needs and preferences of users.

<b>Please sign to confirm that the information on this form is correct and that you agree to the terms and conditions outlined above.</b>	<b>Signature</b>	<b>Date</b>

Please return your completed form to the University of Cambridge Holiday Playscheme to the postal address or email address below.  
UCHP, Childcare Office, 21 Trumpington Street, Cambridge, CB2 1QA. [playscheme@admin.cam.ac.uk](mailto:playscheme@admin.cam.ac.uk)