



EXPRESS YOURSELF FUN
& CREATIVITY
WORKSHOPS
July 27th - 22nd August 2020



Information and Consent Form

Workshops to be held at:

The Omnibus Theatre, 1 Clapham Common North Side, Clapham, SW4

27th July – 22nd August 2020

Monday – Friday - 12.30 pm – 5.00 pm

BASIC INFORMATION

Child's/Young Person's Name:

Date of Birth

Age

Male/Female:

Which workshop are you signing up for?

DANCE	DRAMA	SONGWRITING SPOKEN WORD POETRY
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Parent/Guardian Name:

Relationship to Child:

Address:

Post Code:

Name of Borough:

Home Tel. No:

Mobile Number:

Email address:

Can we contact you on the above?

In case of an emergency –

Emergency Contact Name / Relationship?

- 1)
- 2)

Emergency Contact numbers

- 1)
- 2)

Is child/young person at school/college? Yes/No

Name of school/college

Free school meal entitlement? Yes /No

If you are not in education, training or employment, how would you describe what you are doing at the moment?
E.g. single parent, carer etc

ETHNICITY

(How would you describe yourself? E.g. –
Black/Caribbean / White British / Asian / Black African)





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MEDICAL INFORMATION

Do you have any medical issues or conditions that we need to be aware of, that may affect your ability to participate in this activity in anyway? This may include learning or physical difficulties, heart conditions, diabetes, epilepsy, and allergies etc.

Are you receiving any medical treatment at present? If so please give details here.
(Please include name of medicine if appropriate and inform us if you wear a medical alert)

Please outline any specific medical instructions you need us to follow in case of an emergency
(including administration of medication (dosage and regularity) or care

Please provide us with your doctor's name, address and contact number in case of emergencies

Statement

I acknowledge that I have received information regarding the proposed activity

I agree to staff on this activity having responsibility for my child and being able to give permission for medical treatment thought necessary by medical professionals in case of emergencies if staff are not able to contact me directly. I undertake to inform the youth worker of any changes in my child's fitness prior to the activity. I have ensured that my child understands the importance to keep themselves and others safe, and to abide by the rules and instructions of the staff responsible. If my child's behaviour does warrant an early return home, I, the parent, will be responsible for these costs.

I agree to photographs and/or videos taken during the activity to be used for reporting, publicity (website and social media), as seen fit by staff responsible.

IS THERE ANYTHING YOU DON'T CONSENT TO?

Before signing this document please read the attached information about the Covid-19 measures we will adopt during this programme.

Signed Date.....

Relationship to young person.....

Young person's signature..... Date.....

GDPR Compliance: We use the data contained in this form for monitoring, evaluation, and fundraising purposes only, and sharing anonymous data with funders and stakeholders for their own monitoring.





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Further Important Information (Please read) Covid-19 Measures

In line with current Government guidelines we will be carrying out the required actions to ensure we can work safely during coronavirus (COVID-19).

The guidelines can be found at: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

We will follow these steps:

1. Carry out a COVID-19 risk assessment

We will ensure the safety of the workplace by:

- carrying out a risk assessment in line with the [HSE guidance](#)
- consulting with your workers or trade unions
- sharing the results of the risk assessment with your workforce and on your website

2. Develop cleaning, handwashing and hygiene procedures

You should increase the frequency of handwashing and surface cleaning by:

- encouraging people to follow the [guidance on hand washing and hygiene](#)
- providing hand sanitiser around the workplace, in addition to washrooms
- frequently cleaning and disinfecting objects and surfaces that are touched regularly
- enhancing cleaning for busy areas
- setting clear use and cleaning guidance for toilets
- providing hand drying facilities – either paper towels or electrical dryers

3. Maintain 2m social distancing, where possible

Where possible, you should maintain 2m between people by:

- putting up signs to remind workers and visitors of social distancing guidance
- avoiding sharing workstations
- using floor tape or paint to mark areas to help people keep to a 2m distance
- arranging one-way traffic through the workplace if possible
- switching to seeing visitors by appointment only if possible





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4. Where people cannot be 2m apart, manage transmission risk

Where it's not possible for people to be 2m apart, we will do everything practical to manage the transmission risk by:

- considering whether an activity needs to continue for the business to operate
- keeping the activity time involved as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working whenever possible
- staggering arrival and departure times
- reducing the number of people each person has contact with by using 'fixed teams or partnering'

Summary of Terms & Conditions

GDPR Agreement – by completing this form I consent to this data being stored for use relating to Lerato Community Initiative's youth events.

We share anonymous data with funders/stakeholders for monitoring/evaluation/case study/fundraising purposes only.

We may take photos or videos during our sessions which could be used in publicity/marketing and for funders/stakeholders.

All children to be **signed in/out** by **parent/guardian** unless authorized to arrive and leave alone.

All children must be collected **at 5pm** (The fee for late collection of your child is £5 for each 15 minutes late)

If you **book and don't turn** up your place will be offered to another child on the waiting list.

Children must adhere to all instructions to ensure all participants are safe at all times.

PLEASE RETURN THIS FORM TO: **Lerato Community Initiative**, 3Space International House, 6 Canterbury Crescent, London SW9 7QD or email to info@leratocommunityinitiative.org.uk

FOR FURTHER INFORMATION: Tel: 020 8033 2375

