

Norfolk Sure Start Children's Centre Family Registration Form and Consent to Use Information

Explanatory Note

Norfolk County Council (NCC) has responsibility for the provision of Children's Centres and we have arranged for other organisations to run these Children's Centres on our behalf. These organisations can be found at www.norfolk.gov.uk/childrenscentres. These organisations use your personal information as data processors on behalf of NCC and NCC has entered into contracts with the organisations to ensure that your information is kept safely and securely as required by the General Data Protection Regulation.

NCC's privacy notice and Children's Services' privacy notice sets out how we use this information and your rights. The privacy notices can be found: <https://www.norfolk.gov.uk/gdpr>. You will also receive a copy of the privacy notices in your Welcome Letter.

Children's Centres offer families with children aged 0- 5 years, activities, family health services, training opportunities and support when things are difficult.

This form sets out

- the information about you and your children NCC and the Children's Centre needs to provide you with a service from the Children's Centre or from other agencies
- information that it would be helpful for NCC and the Children's Centres to use and share but is not necessary to do so.

We are seeking your consent for this.

Please note: If you have already completed a registration and consent form and you want to provide more information, for example, about the birth of your child, you simply need to provide the new information on a registration update form.

1. Information about you that we require to provide you and your family with a service

Please complete the boxes below to enable us to register and provide services to you. We can only register those who have provided information requested.

	You	Your partner/other significant adult
Full name		
Gender (Male/ female)		
Date of birth		
By providing the information below I agree to be contacted in this way.	Yes/No	Yes/No
Address		<input type="checkbox"/> Tick if same
Telephone number		
Mobile number		
Email address		
How would you prefer to be contacted?	Post/Phone/Email/Text	Post/Phone/Email/Text
What is your first language?		
Do you have a disability or any additional needs? Please state nature of disability	Yes/ No/ Rather not say	Yes/ No/ Rather not say

2. Information about your children that we require to provide you and your family with a service

Please complete the following boxes about your children to enable us to register and help us provide services to you. We can only register those who have provided all the information requested. Please also see the reference to the privacy notice referred to in the Explanatory Note above setting out how we use this information

<small>If you have more than 3 children please continue on a separate sheet.</small>	Child 1	Child 2	Child 3
Forename			
Surname			
Gender	(Male/ female)	(Male/ female)	(Male/ female)
Date of birth			
What is your relationship to the child?	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other (please state)	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other (please state)	<input type="checkbox"/> Mother <input type="checkbox"/> Father <input type="checkbox"/> Other (please state)
If this child was/is breastfed, up to what age?			
Any disability or special needs?			

3. Information about you that we are seeking your consent to collect and use: To understand what services might be right for you and your family, it will be very helpful but not necessary for you to provide us with the following information. We are therefore seeking your agreement to this. The information will only be shared between NCC and the Children's Centre. **You do not have to provide this information or give your agreement and it will not affect the other services you receive.**

Are you a lone parent?	Yes/ No	
What is your ethnic background?		

Please turn over to complete and sign

	You	Your partner/other significant adult
What is your housing status? Please delete as applicable	Owned/ Rented (Private/ Local Authority/ Housing Association)/ Temporary/ With family/ Traveller/ Rather not say	Owned/ Rented (Private/ Local Authority/ Housing Association)/ Temporary/ With family/ Traveller/ Rather not say
Are you/ your partner pregnant? If yes what is your estimated delivery date?	Yes/ No / Rather not say	Yes/ No / Rather not say
Is anyone in your household in employment?	Yes/ No/ Rather not say	Yes/ No/ Rather not say
What is you/your partner's employment status? (Please tick all that apply)	<input type="checkbox"/> Full time parent/carer <input type="checkbox"/> In Education or Training <input type="checkbox"/> In Employment <input type="checkbox"/> In Employment and Education or Training <input type="checkbox"/> Not in Employment, Education or Training <input type="checkbox"/> Maternity/ paternity leave <input type="checkbox"/> Refused <input type="checkbox"/> Retired <input type="checkbox"/> Unknown <input type="checkbox"/> Volunteering <input type="checkbox"/> Rather not say	<input type="checkbox"/> Full time parent/carer <input type="checkbox"/> In Education or Training <input type="checkbox"/> In Employment <input type="checkbox"/> In Employment and Education or Training <input type="checkbox"/> Not in Employment, Education or Training <input type="checkbox"/> Maternity/ paternity leave <input type="checkbox"/> Refused <input type="checkbox"/> Retired <input type="checkbox"/> Unknown <input type="checkbox"/> Volunteering <input type="checkbox"/> Rather not say
What is your/ your partner's highest level of education? (Please tick closest)	<input type="checkbox"/> No formal qualifications <input type="checkbox"/> Vocational qualification <input type="checkbox"/> GCSE <input type="checkbox"/> A-level <input type="checkbox"/> Degree/ Post graduate qualification <input type="checkbox"/> Other..... <input type="checkbox"/> Rather not say	<input type="checkbox"/> No formal qualifications <input type="checkbox"/> Vocational qualification <input type="checkbox"/> GCSE <input type="checkbox"/> A-level <input type="checkbox"/> Degree/ Post graduate qualification <input type="checkbox"/> Other <input type="checkbox"/> Rather not say
Do you smoke?	Yes/ No/ Rather not say	Yes/ No/ Rather not say

4. Your consent for your child(ren) to be photographed whilst at a Children's Centre session or visit

We take photographs at our sessions so that we can evidence what we have been doing and the difference we are making. These can be included in Session folders and included in promotional materials (Newsletters, Programmes, Leaflets, Social Media, Website). We are therefore seeking your consent to do this. **You do not have to give this agreement and it will not affect the other services you receive.**

Consent Statement

		Tick to agree	
		Adult 1	Adult 2
a)	I agree to the use and sharing of information as set out in the following paragraphs:		
	Collect and use information about you as described in paragraph 3 above		
	Take and use photographs as described in paragraph 4		
b)	I understand that I do not have to give this agreement and it will not affect the other services that I receive		
c)	I understand that there may be circumstances where NCC and or the Children's Centre will still share your information with other agencies without my agreement. This will include where it is necessary to safeguard myself or another individual or it is necessary for the prevention or detection of crime		
d)	I understand that I can withdraw my agreement to the use and sharing of my information set out above at any time (If you wish to do this please write to, email or contact your children's centre. The contact details for the Children's Centre can be found in your Welcome Letter or www.norfolk.gov.uk/childrenscentres)		
Adult 1 Name		Adult 2 Name	
Signature		Signature	
Date		Date	

If any professional has child safeguarding concerns they will follow the Norfolk Safeguarding Children Board procedures and protocols. Everyone will receive a welcome letter and Privacy Notice in the post within 28 days introducing the centre and explaining how their information will be stored.

Please return this form to your Children's Centre.