

## JL CIRCUS PARTICIPANT REGISTRATION FORM

To be completed by parent/guardian if participant is under 18 or by the participant if aged 18+ years

### Please tick the group you will be attending:

Fusion Gym, Tottenham Green Leisure Centre, Mondays

- Juniors (8-12 years): 4-5.15pm                       Seniors (13-18 years): 5.15-6.30pm

Sky City Community Hall, Wednesdays

- Juniors (8-12 years): 4-5.30pm                       Seniors (13-18 years): 5:45- 7.15pm

Triangle Centre, St Ann's Road, Thursdays

- Explorers (6-7 years): 3:30-4.30pm                       Juniors (8-12 years): 4:30- 6.00pm

### YOUNG PERSON'S DETAILS

|  |  |
|--|--|
| Full name of child/young person:   | Male / Female / Non-binary / Prefer not to say (please circle) |
| Address:   |  |
| Mobile phone number:<br><i>(If you are happy for us to contact the young person via their mobile when necessary i.e. reminders about events, if they are late for a workshop etc.)</i> |  |
| Age:   | Date of Birth:   |
| Name of School/College:  |  |

### PARENT/ GUARDIAN CONTACT DETAILS

|  |                    |
|--|--------------------|
| Name of Parent/guardian:                               |                    |
| Please state address if different from young person's: |                    |
| Mobile phone number:                                   | Home phone number: |
| Email address:   |                    |
| Name of Second Emergency contact:                      |                    |
| Mobile phone number:                                   | Home phone number: |
| Relationship to young person:                          |                    |

### YOUNG PERSON'S ETHNIC ORIGIN (Please select from list below)

|                                    |  |                                       |  |
|------------------------------------|--|---------------------------------------|--|
| White- British                     |  | Asian and Asian British – Bangladeshi |  |
| White – Irish                      |  | Asian or Asian British – Other        |  |
| White- Other                       |  | Black or Black British - African      |  |
| Mixed – White and Black Caribbean  |  | Black or Black British - Caribbean    |  |
| Mixed – White and Black African    |  | Black or Black British - Other        |  |
| Mixed – White and Asian            |  | Chinese                               |  |
| Mixed – Other                      |  | Prefer not to say                     |  |
| Asian or Asian British – Indian    |  | Other (please specify):               |  |
| Asian or Asian British - Pakistani |  |                                       |  |

## YOUNG PERSON'S HEALTH DETAILS

We want everyone to be able to join in and enjoy the workshops. Accidents, injuries and illness happen - if they do, please let us know!

Is there anything that we can do to make our workshops more accessible for the young person?  
(i.e. physical assistance, equipment, materials in different formats):  
.....

Does the young person have any special needs, disabilities, or learning difficulties? **YES / NO**

If YES then please provide details: .....

Does the young person have any medical conditions or known allergies? **YES / NO**

If YES then please provide details: .....

Has the young person ever broken any bones or undergone medical procedures? **YES / NO**

If YES then please provide details: .....

Are you happy for Jacksons Lane staff to administer first aid if the young person injures themselves? **YES / NO**

Are you happy for Jacksons Lane staff to take the young person to hospital in the event of an emergency? **YES / NO**

## JL CIRCUS RESPECT POLICY

Our Respect Policy ensures participants receive the highest quality experience, safety and respect during our workshops. We ask participants to follow these guidelines:

- **Arrive on time ready to begin : no food or drinks**
- **Have a positive, open attitude : take part in all activities**
- **Be kind, encouraging and supportive to others**
- **Listen to others : think about what they are saying**
- **Be open to work with everyone in a team**
- **Stay focused and controlled : keep yourself and others safe**
- **Take care of JL Circus equipment**
- **Try your best and keep trying**

## JL CIRCUS DISCIPLINE POLICY

JL Circus does not tolerate inappropriate behaviour: violence, vulgar language (*swearing, racist, sexist, homophobic, threatening, abusive or sexual language*) or bullying of any kind (*verbal, physical, psychological, emotional, exclusion*). If participants ignore the Respect Policy, staff will follow this Discipline Policy:

- **STRIKE 1: VERBAL WARNING** Participant given a clear verbal warning
- **STRIKE 2: SIT OUT** Participant sits out of workshop for 10 minutes
- **STRIKE 3: SENT HOME** Participant removed from workshop by parent/guardian

Participants repeatedly being sent home from workshops will be asked to leave the project.

**Please tick to confirm you have read and understand our Respect and Discipline Policy**

## YOUNG PERSON'S GOING HOME DETAILS

Parent/guardian to complete if young person is under 16 years:  
(if you are aged 16+ you don't need to provide this information)

- I will collect my child at the end of the session **YES / NO**  
If someone else is collecting your child, please provide us with the following information:

Name:.....  
Phone number: .....  
Relationship to young person: .....

- My child will make their own way home from the session **YES / NO**  
If YES please specify how your child will get home (i.e. what method of transport):  
.....

## YOUNG PERSON'S PERMISSION FOR VIDEO/PHOTOGRAPHY

Occasionally we may wish to photograph or video participants. The images may be used for promotional purposes by Jacksons Lane, to report to our funders or for our archives. We will store images for up to 5 years. If you give permission you have the right to remove it at any point. If you have any concerns of questions please let us know.

| <b>Please tick the box that applies</b>   | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| Do you give permission for Jacksons Lane to take videos and photos of your child for archives and reporting to funders?   |            |           |
| Do you give permission for Jacksons Lane to take videos and photos of your child for promotional purposes? This may include printed materials, our website or social media. |            |           |

## PERMISSION TO CONTACT YOU

Please let us know if we can contact you about:

| <b>Please tick the box that applies</b>   | <b>YES</b> | <b>NO</b> |
|---|------------|-----------|
| Do you give Jacksons Lane permission to contact you to update you with information about Jacksons Lane? For example termly details, information about holiday projects and workshops, other activities and news.                                    |            |           |
| Do you give Jacksons Lane permission to contact you with regards to fundraising support for JL Circus and Jacksons Lane?  |            |           |
| Do you give permission for Jacksons Lane to forward you information about appropriate opportunities for your child from other companies? For example workshops or free tickets to shows. We will never give your details directly to third parties. |            |           |

## **PARENT / GUARDIAN AGREEMENT**

- 1- I understand that my child needs to be on time every week. If my child is more than 20 minutes late they will not be able to join the workshop
- 2- To get the most of the workshops my child needs to attend every week. I understand that if my child does not attend workshops regularly they risk losing their place at JL Circus
- 3- If my child cannot make a workshop I will notify staff via phone/email with as much notice as possible
- 4- I will read all letters from Jacksons Lane staff and will respond accordingly
- 5- I understand that it is my responsibility to notify Jacksons Lane staff of any medical concerns/ changes to this young person's health
- 6- I understand it is my responsibility to inform staff of any other details provided on this form change (e.g. a change of address)
- 7- I have read and understood Jacksons Lane's Child Protection Policy and know that Jacksons Lane will take action to safeguard your child
- 8- I have read and understood Jacksons Lane's Respect Policy and Discipline Procedure
- 9- I will support my child's learning by attending end of term performances. I will arrive on time and switch my phone off to avoid interruptions
- 10- I will support JL Circus by completing an evaluation form at the end of each term
- 11- I understand the risks involved with circus and physical activity and that there will be some physical contact between staff and young people in order to teach and maintain safety.
- 12- I give my permission for my child to take part in JL Circus.

| <b>Parent/Guardian to sign if participant is under 18</b>                                    | <b>Participant to sign if aged 18+ years</b>  |
|--|---|
| <b>Parent/Guardian name (printed):</b><br><b>Parent/ Guardian signature:</b><br><b>Date:</b> | <b>Participant's name (printed):</b><br><b>Participant's signature:</b><br><b>Date:</b> |

**Please return your completed form to Vicki (JL Youth Coordinator) via email at [vicki@jacksonslane.org.uk](mailto:vicki@jacksonslane.org.uk) or at JL Circus workshop.**

## Jacksons Lane Participation Department Privacy Notice

Jacksons Lane Participation Department is committed to protecting the privacy and confidentiality of our participants. We treat all personal details in strict compliance with the General Data Protection Regulation (GDPR) and only collect them in order to provide and monitor our services.

The information you enter into this form will be stored and processed electronically by the Participation Department. The categories of participant information that we collect and hold include:

- Personal information (such as name, contact details and ethnicity);
- Attendance information (registers for sessions attended);
- Medical information provided by parents/carers;
- Special educational needs;
- Behavioural information;
- Safeguarding information.

Participant information is required in order to:

- Contact you to administer bookings and attendance at our projects or in case of an emergency;
- Deal with medical and/or support needs of participants;
- Support the delivery of our activities;
- Monitor and evaluate our projects and report to funders;
- Archiving purposes.

### ***Photographs and film***

Jacksons Lane Participation Department has a legitimate interest in taking photographs and filming workshops and performances. This is important for promoting our activities and projects as well as raising funds for future projects. Images may appear on our publicity materials, website and our social media and are sometimes distributed to funders as examples of our work or kept for our archives.

We sometimes deliver film making workshops. The outcome of these workshops are short films which are posted in our website.

### ***Storing participant data***

We hold participants data from the point they register to take part in an activity. These records are retained as long as participants are taking part in Jacksons Lane activities and for 3 years after the date of their last session.

The details supplied will be stored electronically in compliance with GDPR regulations. Jacksons Lane Participation Department uses Upshot, a performance management software to monitor and evaluate projects. The system is password protected and GDPR compliant. Paper copies of your data will also be stored securely.

### ***Who do we share information with?***

We will not share your data unless it is the only way we can make sure participants stay safe or we are legally required to do so. If necessary we may share information with child protection, welfare and safeguarding services. Certain details may be processed anonymously to feedback to our funders.

### ***Requesting access to your personal data***

Under GDPR parents/carers and participants have the right to request access to information about them that we hold. To make a request for your personal information please contact the Head of Participation. You also have the right to:

Object to processing of personal data that is likely to cause, or is causing, damage or distress;

In certain circumstances, have inaccurate personal data rectified, erased or destroyed;

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly with the Information Commissioner's Office at

<https://ico.org.uk/concerns>