

**GOSFORTH AMATEUR DRAMATIC SOCIETY  
CHILD PROTECTION PROCEDURES – APPENDIX 2**

**REGISTRATION FORM FOR GADS PARTICIPANT OF COMPULSORY SCHOOL AGE (U~16)**

After reading the GADS Child Protection Policy and Procedures, please complete one copy of this form (legibly) for each participating child, noting that it will cover all activities during the GADS year – Youth Theatre Group, Summer Workshop, Pantomime etc.

**GADS Membership Year May 2024 to May 2025**

Child's Name		Date of Birth	
Name of Parent or Guardian		Telephone number of parent / guardian	
Parent / Guardian's Address			
Alternative (emergency) contact name		Telephone number	
Name of GP		Location / Tel Number	
Do we have your permission to take your child to a doctor or hospital in an emergency if we are unable to contact you?			
For safety reasons, we ask that children are delivered into and collected from the hall, not its car park or the road.			
Who will be collecting your child after the session? <b>Please note that children must be collected after a performance where chaperones are present</b>			
We do not normally allow children to go off the Public Hall premises while in our care. An exception to this is during the lunchbreak of the Summer Workshop week or full day rehearsals, for example to go to the shop. Please record (tick) any permission in the space below.			
Child can go to the shop alone	Child can go to the shop accompanied by other children	Child cannot go to the shop at all	
Does your child have any <b>medical conditions</b> that we need to be aware of (e.g. asthma)? If yes : If they take medication, what is it and how often do they take it?  Can they self-administer?			
Does your child have any <b>allergies</b> which need special care, or which might lead to your child needing emergency treatment (e.g. nut allergy, bee stings, severe hay fever)? If yes: Is the allergy airborne or ingestion? Do they have an epipen and if so, when was it last used? Can they self-administer?			
<b>Please ensure that they bring medication with them and that it is in date</b>			
Does your child have any special dietary needs? If so, please specify			

Continuation and signature overleaf

Is there any other information we might need to know about your child in order to meet their needs or keep them safe? If so, please specify.

**Photography and Video permissions**

Sometimes we take photographs or make video recordings of children taking part in our productions. We may use these images in programmes, other printed publications, on our website, or in our social media accounts, but subject to the conditions stated below. To comply with data protection legislation, we need your permission before we can use photographs or video recordings of your child.

May we use your child’s photograph in programmes and any other printed material that we may produce for promotional purposes?	
May we use your child’s image on the GADS website and in our social media accounts?	
May we use your child’s photograph in the evaluation material we need to send to the sponsor of a show or an event such as the Summer Youth Workshop?	
May we include your child’s image in any video recording of a performance for distribution to members and patrons of GADS only?	

**CONDITIONS**

1. A new permission (this form) will be sought for each GADS membership year (May to May).
2. We will not video record a production unless video permission has been obtained for all participating children.
3. We will review any photographs taken by GADS and delete / destroy any featuring a child for whom photographic permission has not been obtained or was denied (so that it is not used inadvertently in the future).
4. If permission is given, photographs or recordings may be used at any time in the future.
5. We will not use the personal details or full name (first name **and** surname) of any child or adult in a photograph on our website or immediately adjacent to a photograph in any of our printed publications without your separate permission.
6. We will not include personal e-mail or postal addresses, or telephone or fax numbers on our web site, or in any of our printed publications.
7. We may use photographs with very general labels, such as “the cast of Aladdin”.
8. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.
9. We will not distribute copies of any video recordings made of any of our performances to anyone other than members and patrons of GADS.

**Before signing below, please make sure you have read the GADS Child Protection Policy and Procedures. By signing, you will be confirming that you have read, agree with and will comply with them.**

Parent’s or guardian’s signature: I confirm that my child is fit and able to take part in GADS activities. I confirm that I will inform GADS if any of the information in this form changes materially during the year	
Date:	

**After completion, please return this form as soon as possible to the appropriate:**

YT Director / Production Director / Summer Workshop Leader etc. or to the Safeguarding Officer.

When completed, this form is CONFIDENTIAL, kept securely and seen only by those who need to know