



Rushmere Baptist Church

Holiday Club 2018

Monday 30 July - Friday 3 August

May 2018

Dear Parent/Guardian

This year's holiday club is called **Super Heroes**

It will be held at the Baptist Church in Rushmere Street on 30 July – 3 August, between 10am & 1.30pm. The children will need to bring a packed lunch each day.

Super Heroes is for 5-11 year olds (Reception to Year 6) and is being organised by members of Rushmere Baptist Church, free of charge. It will be fast-moving and lots of fun, with games, quizzes, puppets, craft, drama, a band and bible stories! The aim of the week is to allow youngsters to learn in a fun way, more about God and what it means to trust Him and follow Him.

If you would like your child to join us please complete the attached registration form and return it **as soon as possible**. Places must be booked in advance and we usually have a waiting list, so it is vital that you apply in good time. We will let you know if your child has a place or not.

We will be holding a Parents' Evening on the Friday to enable the children to show you what they have been doing. We would love to see you there.

If you have any questions about the Holiday Club please give me a call.

Looking forward to seeing you.

Janet Wade
Valerie Compton
Holiday Club Co-ordinators 2018

Rushmere Baptist Church Holiday Club REGISTRATION FORM (ONE PER CHILD)

I give permission for my child to attend **Super Heroes 2018**

Child's Full Name _____ Male/Female

Address _____

Home telephone no. _____ Date of Birth ____/____/____ Age at present _____

Name and telephone number of contact person (either yourself or someone you have chosen who can be contacted in an emergency during the holiday club week).

Name _____ Telephone number _____

Details of any known allergies, health problems etc. _____

In the unlikely event of illness or accident, I give permission for any necessary medical treatment to be administered by the nominated first aider, or by suitably qualified medical practitioners . Should my child require emergency hospital treatment, I authorise an adult leader to sign on my behalf any written form of consent required by the hospital if I cannot be contacted. I understand that every effort will be made to contact me as soon as possible.

I confirm that the above details are correct to the best of my knowledge.

Parent/Guardian Name - printed _____

Date _____ Signature _____

Please note signatures cannot be made by Grandparents.

IMPORTANT DATA PROTECTION INFORMATION

Please read the important information **overleaf** concerning how Rushmere Baptist Church will hold and use the personal data you provide on this form and sign your agreement below.

Please sign here _____

I agree to the retention and use of the personal data I have provided on this form as outlined overleaf.

Photographs and Videos - There will be times during our Holiday Club when photos and video footage will be taken, primarily for use at the parents evening and for display within the church. It is our policy not to display pictures of children on our Church website, unless specific parental permission has been given. Should you be concerned about this in any way then please speak to one of the coordinators.

I give permission for photos and video footage to be taken of my child

Signed _____ Parent/Guardian

Please note signatures cannot be made by Grandparents.

All our adult leaders/helpers have completed a check with the Disclosure and Barring Service.

School attended _____ School Year at present _____

Name of any friends coming _____

Church connections ((At Rushmere or any other) _____

Please return to your group leader or Valerie Compton, Soval Lodge, Church Row, Framsdan, Stowmarket IP14 6HS

IMPORTANT DATA PROTECTION INFORMATION

After 25th May 2018 when the General Data Protection Regulation (GDPR) comes into force our new data church data protection policy will be published on the church website www.rushmerebaptist.org.uk.

Under Data Protection legislation the church Charity Trustees of Rushmere Baptist Church are collectively the Data Controller and can be contacted by ringing 01473 721455 or emailing secretary@rushmerebaptist.org

We are collecting this information to enable the church to run the Holiday Club and follow up activities during the year safely and ensure we can contact you (or other nominated adult) in case of an emergency.

Data Protection legislation allows us to process this information as we regard it as being in the church's legitimate interest. If you are unable to supply the information requested and consent to our holding it and processing as outlined then we will be unable to accept your child at our Holiday Club.

The original information you supply will be held in paper form in a file which will be under the secure personal control of one of the Holiday Club co-ordinators whilst being processed and then kept in a securely locked filing cabinet in the church office. For the purposes of producing lists and organising the various groups, activities and daily registration the information will be entered onto a secure computer system under the control of the Holiday Club co-ordinators and held as encrypted data. Only the Ministers, the Holiday Club co-ordinators and leaders will have access to this information.

The forms will be destroyed once Holiday Club has finished and computer records retained for one year or, if later, until the next Holiday Club to keep you informed about future activities that we think your child might be interested in attending and for the sole purpose of notifying you of such events. We will NOT pass on this information to anyone else.

If you or the children concerned continue to attend church events after one year we will confirm with you our intention to retain and update the personal data you have provided. You have the right to ask to be removed from this circulation list at any time.

If you are concerned about the way your information is being handled please speak to our Data Protection Trustee. If you are still unhappy you have the right to complain to the Information Commissioners Office.