

Cityside Baptist Church

Child, Youth and Family Info Form

This form is for you to share some information about your family to help us look after the well-being of your children and youth, and to help us communicate with you effectively.

Please give your completed form to Cityside's Administrator. Thank you!

Parent / Caregiver details

Names:		
Home address:		
Email:		
Mobile:		
Home phone:		

Emergency contacts

If there was an emergency and we couldn't contact you, who else could we contact?

Name/s:	
Mobile phone number:	

Children/Youth details

Please fill in details for each member of your family in a separate box

Name:	
Date of birth:	
Year at school now (if applicable):	
Any medical needs, allergies, learning needs or other things we need to be aware of?	
Any dietary restrictions?	
Any special instructions regarding custody or access?	
Mobile phone number (if applicable):	
Email (if applicable):	

Name:	
Date of birth:	
Year at school now (if applicable):	
Any medical needs, allergies, learning needs or other things we need to be aware of?	
Any dietary restrictions?	
Any special instructions regarding custody or access?	
Mobile phone number (if applicable):	
Email (if applicable):	

Name:	
Date of birth:	
Year at school now (if applicable):	
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Any special instructions regarding custody or access?	
Mobile phone number (if applicable):	
Email (if applicable):	

Media Permission

We take photographs and occasionally video so we can...

- Share what we do with you and other Citysiders - for example, via email or the closed Cityside Facebook groups
- Keep memories of special moments alive for the children – for example, with shared photo albums and wall displays
- Share what we do with others both at and outside of Cityside – for example, on the Cityside website or Vimeo page or leaders might include photos in a conference workshop slideshow
- Create resources, such as the *Cityside Centering Prayer Book* or prayer station instructions

We would like your permission to photograph and video your child/ren and to use those images.

Your child would never be identified by their full name (please support us in this by not tagging children on Cityside Facebook pages).

Permission (please circle): yes no

Signed: _____ Date: _____

Safety Reminders

Our full safety policies are available to view on the Cityside website. Some important points to keep in mind:

- **Children are the responsibility of their parents**, unless that responsibility is explicitly handed over to another caregiver, or people leading a Children & Youth session on a Sunday morning or an event.
- **Children should generally be in the auditorium or hall when at Cityside.**
 - Children should not be outside, upstairs in the offices and Xplorer Room areas, downstairs in the basement, or in the chapel, without an adult to supervise them.
 - Only Matrix people are allowed in their basement space unsupervised; younger children need to be invited and accompanied by a supervising adult.
- **Handing over care:** Please escort Under 5s between the auditorium space and Xplorers Room, and pick them back up promptly at morning tea time. Quest children (aged 5-9) will not be released from their room until a parent or caregiver picks them up at morning tea time.
- **If your child needs to go to the toilet during Children's Space time:** Xplorer children will be escorted back to their parents, Quest and Odyssey children are asked to let an adult know they are going, and to check back in with the same adult on their return (they are welcome to take a friend for company). Please talk with your child so that they know to do this.
- For everyone's safety, **it is our policy that adults avoid being alone with an unrelated child or youth** either at Cityside or at Cityside-related events.
- **Children's Space is generally food-free** to protect those with allergies, apart from plain rice crackers offered as a snack to the Xplorer group. If food is to be included in the programme, the group's curator will let parents know before the session. If your child has a special diet, we do our best to cater for them, with your support in providing parallel food if needed so that they can be fully included in any food activities.
- **We want your child to be happy and comfortable staying at Children's Space.** We will bring them back to you if they are not. You are always welcome to stay and support your child as long and often as you need to. Please talk with any of the curators if you have any concerns, questions or information that will help us support your child together.

All information collected will be kept securely to ensure the privacy of children, youth and their families. There will however be a list of important information like food needs displayed on the inside of the resource cupboard doors in each group's room as an easily accessible reference to all who are working with them. People like an Associate Pastor or Co-ordinator for Children and Youth, and Cityside's Administrator will be responsible for collecting and collating the data, and making the relevant parts of it available to people in pastoral, administrative or governance roles at Cityside, and to those planning and leading groups or gatherings involving children and youth.