For any individual under the age of 18 to take part in Spark Young Writers activities, we need consent from the person with the legal parental rights for that individual. We will make sure that the information you provide is kept securely and used appropriately (we will not use your contact details externally).

Please can you complete, sign and return this form to the Lead or Assistant writer at the Spark Young Writers’ group.

|  |  |
| --- | --- |
| **Name of young person taking part in the Young Writers’ group:** |  |
| **Date of Birth:** |  |
| **Location of group:** |  |
| **Medical conditions or disabilities that we should be aware of. Please also include details of any medication that may be carried by the young person:**  |  |

|  |  |
| --- | --- |
| **Parent / Guardian name:** |  |
| **Parent / Guardian email address:** |  |
| **Parent / Guardian phone number(s):** |  |
| **Home address:** |  |

If your child is aged 8-11 we expect a parent or guardian to drop them off and collect them at each session. However, if you are happy for your child to attend unaccompanied please let us know below. If your child is aged 12-16 we are happy for them attend unaccompanied. However, if you would like to drop off and collect your child please let us know below.

**Please delete sentence below that is not applicable**

**Yes I am happy for my child to attend unaccompanied /**  **I or a guardian/nominated individual will drop off and collect my child.**

|  |  |
| --- | --- |
| **Name of nominated individual:**  |  |

At Writing West Midlands we think it is really important to document the Spark Young Writers’ Groups and to share the views and opinions of the children and young people taking part. In order to do this, we need your permission.
 **Please also complete form overleaf**

Are you happy for us to use the following at the group or Spark Young Writer associated events where necessary: (please tick)

**Photography Video Recording Audio/Sound Recording Written Records**

**Last name of individual involved Identify which group they are a member of**

Please note that if your child submits writing to be included in Spark Magazine (our online magazine featuring writing by children and young people living in the West Midlands), we will use both the young person’s first and last name unless otherwise agreed.

Are you happy for us to use material in the following ways?

|  |  |
| --- | --- |
| **On printed materials e.g. flyers, posters, banners & reports** |  Yes / No |
| **On Writing West Midlands and the Spark Magazine website (project of Writing West Midlands)** |  Yes / No |
| **On our social networks e.g. Facebook, Twitter, YouTube and Flickr.** |  Yes / No |
| **In newspapers and magazines** |  Yes / No |
| **At public events e.g. Young Writers’ showcases and exhibitions** |  Yes / No |
| **As part of research or study projects** |  Yes / No |

**Are you happy for your child to take part in visits i.e. to a local gallery or library?** Yes / No
These visits will always be supervised by the Lead and Assistant Writer and a risk assessment will be carried out in advance of the visit. You will also be informed in advance of the visit which will take place during one of the sessions themselves.

Writing West Midlands has a Child Protection Policy and all our writers have signed our Code of Conduct. We expect everyone associated with our activities to behave responsibly. We will alert you if we have any cause for concern and we reserve the right to temporarily or permanently exclude anyone whose behaviour is unacceptable. We do not tolerate any form of offensive behaviour.

Signed: Date:

Print Name:

Relationship with Child:

Under the Data Protection Act of 1998, this information will not be used for any purpose other than stated on this form.

**Produced:** September 2013
**Last Amended:** November 2024