

Makkah Masjid Youth Club

Youth Registration & Consent Pack

For boys aged 11 years and over • Please complete all relevant sections before attendance

Important: This pack is designed around UK GDPR/Data Protection Act 2018 principles and UK safeguarding good practice. It is not a substitute for the Club's own privacy notice, safeguarding policy, risk assessments, retention schedule or legal advice.

Contents

- 1. Youth Registration Form
- 2. Medical & Additional Needs Form
- 3. Parental Consent & Youth Club Agreement
- 4. Privacy Notice – Young People & Parents/Carers
- 5. Internal administration checklist

1. Youth Registration Form

Makkah Masjid Youth Club

Young Person's Details

Full name: _____
Preferred name (if different): _____
Date of birth: _____
Age: _____
Home address: _____
Postcode: _____
Parent/carer name(s): _____
Relationship to young person: _____
Primary telephone number: _____
Alternative telephone number: _____
Email address: _____

Emergency Contact

Emergency contact 1 – name / relationship / phone: _____
Emergency contact 2 – name / relationship / phone: _____

Attendance & Collection

- ☐ I understand the Youth Club's published session times and will ensure the young person arrives and is collected/allowed to leave in accordance with the Club's agreed arrangements.
- ☐ The young person is permitted to leave the Club independently at the end of a session.
- ☐ The young person must be collected by a parent/carer or authorised adult.

Authorised collector(s), if applicable: _____
Any collection restrictions the Club must know about: _____

Additional Information

- ☐ The young person has an additional need, disability or communication need that may affect participation (please complete the relevant section on the Medical & Additional Needs Form).

☐ There is another safeguarding, welfare or support matter that the Club should know about. Please contact the safeguarding lead rather than writing confidential details on this form.

Registration Declaration

I confirm that the information I have provided is accurate to the best of my knowledge. I will inform the Youth Club promptly if important contact, medical, safeguarding or collection information changes.

Parent/carer full name: _____

Signature: _____

Date: _____

Young person's name: _____

Young person's signature (optional):

Please see the separate Privacy Notice for information about how personal data is collected, used, stored, shared and retained.

2. Medical & Additional Needs Form

Confidential – restricted access

Please provide only information that is relevant to the young person's safety, participation and emergency care. Health information is special-category personal data and must receive additional protection.

Young Person

Full name: _____

Date of birth: _____

Parent/carer name: _____

Emergency contact number: _____

Medical Information

- ☐ No known medical conditions or health concerns relevant to Youth Club activities.
- ☐ Asthma / breathing condition
- ☐ Epilepsy / seizures
- ☐ Diabetes
- ☐ Severe allergy / anaphylaxis
- ☐ Heart condition
- ☐ Physical condition, disability or mobility need
- ☐ Other condition or health concern relevant to participation

Details / triggers / symptoms / precautions:

Allergies

- ☐ No known allergies
- ☐ Food allergy
- ☐ Medication allergy
- ☐ Other allergy

Allergy details and known reaction:

Emergency treatment required / action to take:

Medication

- ☐ No medication required during Youth Club sessions.
- ☐ Medication may be required during sessions.
- ☐ The young person carries their own emergency medication.

Medication name / purpose: _____

Dose / when required: _____

Where medication will be kept:

Any instructions staff need to know:

The Club should have a separate medication procedure and should not administer medication unless appropriately authorised, trained and covered by its procedures.

Additional Needs / Participation

Anything staff should reasonably know to support safe participation:

Communication needs / sensory needs:

Physical activity restrictions or adaptations:

Emergency Medical Consent

I authorise Youth Club staff to take reasonable steps to obtain urgent medical assistance for the young person if they become ill or injured while attending the Youth Club and I cannot be contacted promptly. I understand that emergency services may be contacted where necessary.

- ☐ I agree to the emergency medical arrangements described above.

Parent/carer full name: _____

Signature: _____

Date: _____

Health Information – Explicit Consent

I explicitly consent to the Youth Club collecting, storing and using the health information provided on this form for the specific purposes of safeguarding the young person, managing participation and responding to medical emergencies. I understand that health information is special-category data and will be restricted to staff who need it for these purposes.

- ☐ I give explicit consent to the processing of the health information provided for the purposes stated above.

Parent/carer signature: _____

Date: _____

The Club should identify and document the appropriate UK GDPR Article 6 lawful basis and Article 9 condition for its actual processing. Do not assume consent is automatically the correct lawful basis for every activity.

3. Parental Consent & Youth Club Agreement

Makkah Masjid Youth Club

Young Person

Full name: _____

Date of birth: _____

Parent/carer name: _____

Participation

- ☐ I give permission for the young person named above to attend and participate in the Makkah Masjid Youth Club and its normal supervised activities.
- ☐ I understand that the Club will take reasonable steps to provide a safe environment but that ordinary youth activities may carry some inherent risk.
- ☐ I agree to notify the Club if circumstances change that may affect the young person's safety or participation.

Safeguarding

- ☐ I understand that the Youth Club has safeguarding responsibilities and that concerns about a child's safety may need to be shared with appropriate safeguarding professionals or authorities where necessary.
- ☐ I understand that confidentiality cannot be guaranteed where information needs to be shared to protect a child or comply with a legal obligation.

Behaviour & Respect

- ☐ I have discussed with the young person the expectation that they treat other young people, volunteers, staff, visitors and property with respect.
- ☐ I understand that serious or repeated behaviour concerns may result in appropriate action under the Club's behaviour/safeguarding procedures.

Photography / Video – Separate Optional Consent

Please tick only if you agree. Refusing this consent will not prevent the young person from attending the Youth Club.

- ☐ I consent to photographs/videos of the young person being used for the specific Youth Club purposes explained to me by the Club (for example, Club publicity or social media).
- ☐ I do NOT consent to photographs/videos being used for these purposes.

Electronic Communications – Separate Optional Consent

☐ I consent to the Club contacting me by email/SMS/WhatsApp for Youth Club administration, such as reminders, cancellations, timetable changes and important notices.

☐ I do NOT consent to non-essential electronic communications.

If WhatsApp groups are used, the Club should have a clear policy addressing young people, parent/carer contacts, staff boundaries, privacy, group membership and safeguarding.

Data Protection Acknowledgement

☐ I have read or have been given access to the Youth Club Privacy Notice.

☐ I understand that the Club will only collect and use personal information for specified purposes and will restrict access to those who need it.

☐ I understand that I can contact the Club using the contact details in the Privacy Notice about personal-data questions or rights.

Declaration

I confirm that I have parental responsibility for the young person, or I am authorised to provide this information and consent. I confirm that the information provided is accurate and I will notify the Club of material changes.

Parent/carer full name: _____

Signature: _____

Date: _____

Preferred contact number: _____

Optional consents can be withdrawn. The Club should keep a reliable record of consent, withdrawal and the date of each change.

4. Privacy Notice – Young People & Parents/Carers

Makkah Masjid Youth Club

Who we are

The Makkah Masjid Youth Club (“the Club”) provides supervised youth activities and learning opportunities. The Club is responsible for deciding how personal information is used for its activities. Replace this paragraph with the legal name of the organisation and its current contact details before publishing.

What information we collect

- Young person’s name, date of birth, age and contact/address details
- Parent/carers names, relationship and contact details
- Emergency contact information
- Attendance and collection information
- Relevant medical, allergy, disability, accessibility or additional-needs information
- Safeguarding or welfare information where necessary
- Records of permissions and consent choices
- Photographs/video only where a separate applicable permission has been given
- Communications with parents/carers relating to the Club

Why we use it

We use information to administer membership and attendance, contact parents/carers, keep young people safe, respond to emergencies, make reasonable adjustments, manage safeguarding concerns, meet legal obligations where applicable, and maintain appropriate records.

Lawful basis

The Club must document the lawful basis under UK GDPR Article 6 for each processing activity. Depending on the organisation and activity, this may include legitimate interests, legal obligation, contract or consent. Consent should be used where it is genuinely appropriate and must not be bundled with unrelated processing.

Health information is special-category data. The Club must identify both an Article 6 lawful basis and an Article 9 condition before processing it. Where explicit consent is used for health information, it should be specific, separate and clearly recorded.

Safeguarding and sharing

We may share information without consent where this is necessary and lawful to safeguard a child, prevent serious harm, comply with a legal obligation, or respond to an emergency. We will share only information that is appropriate and necessary for the purpose.

Who can access information

Access will be limited to authorised people who need the information for their role, such as designated safeguarding personnel or appropriate youth-club staff. Medical and safeguarding information should receive enhanced access restrictions.

How we store information

Electronic records should be protected by appropriate access controls, strong passwords and encryption where appropriate. Paper records should be kept securely, such as in a locked cabinet. Medical and safeguarding information should not be left openly accessible.

How long we keep information

We do not keep personal information indefinitely. The Club will maintain a documented retention schedule and securely delete or destroy information when it is no longer needed, subject to any legal or safeguarding requirement to retain it.

Your rights

Depending on the circumstances, individuals have rights including access to their personal information, rectification, erasure, restriction, objection and data portability. Some rights are subject to legal exceptions. Consent-based processing can generally be withdrawn, although withdrawal does not make earlier lawful processing unlawful.

Children and young people

The Club will provide privacy information in clear, age-appropriate language and recognise that young people have their own data-protection rights. Parents/carers may also have rights and responsibilities depending on the circumstances.

Contact us

Organisation/legal name: _____

Data protection contact: _____

Email: _____

Telephone: _____

Postal address: _____

Safeguarding Lead: _____

Complaints

Please contact the Club first if you have a concern about how information is being handled. You can also contact the UK Information Commissioner's Office if you believe your data-protection rights have not been respected.

Before publication, insert the organisation's legal identity, actual contact details, retention periods, lawful bases, privacy contact and complaints route. Do not publish this template unchanged.

5. Internal Administration Checklist

For Club organisers – not for parents

- ☐ Confirm the organisation's legal name and data-controller status.
- ☐ Identify and document an Article 6 lawful basis for each processing purpose.
- ☐ Identify an Article 9 condition for health/special-category information and document it.
- ☐ Decide whether an Appropriate Policy Document is required for any Article 9 condition being relied upon.
- ☐ Publish a complete privacy notice and make it accessible to young people.
- ☐ Maintain a written retention schedule and secure deletion/destruction process.
- ☐ Restrict access to medical and safeguarding information on a need-to-know basis.
- ☐ Use secure/password-protected systems; lock paper forms away.
- ☐ Have a safeguarding policy, designated safeguarding lead and escalation procedure.
- ☐ Have a first-aid lead, first-aid kit and suitable risk assessments.
- ☐ Have procedures for medication and emergency medical incidents.
- ☐ Have a photography/video policy and separate consent record if consent is relied upon.
- ☐ Have a communications/WhatsApp/social-media policy and clear staff/young-person boundaries.
- ☐ Review registration and medical details periodically, particularly where attendance continues for more than one year.
- ☐ Keep a record of consent, withdrawal and changes.
- ☐ Consider whether a Data Protection Impact Assessment is required for the Club's processing activities.

Reference points used when preparing this pack: UK Information Commissioner's Office guidance on children's personal data, lawful bases, special-category data, consent and safeguarding data sharing; GOV.UK guidance for parents on safeguarding in out-of-school settings.

Prepared: August 2026