

## PARENTAL PERMISSION FORMS

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### Parental permissions

The following set of permission forms will help you start to think about the types of permission you need to obtain from parents. For the purposes of this document, the term 'parents' is deemed to include parents, guardians and anyone with legal responsibility for the child. Coram PACEY has put together forms for the following:

- administering medication
- routine outings
- transporting children in a vehicle
- sun protection cream application
- observations
- garden play equipment
- pre-arranged alternative care
- photo permission

Use this form in conjunction with your Coram PACEY contracts. Each slip has space for two parents to sign. Where the care of the child is shared it is best practice to get permission from both parents.

### Notes on permission for emergency medical assistance or treatment

A parental permission form for childminders to seek emergency medical assistance or treatment is included in Coram PACEY's Accident, Incident and Medication Record Folder.

### Notes on the photo permission form

There are many occasions when you may want to take photographs of the children you care for, whether you are planning to use the photos for capturing children's progress, send them to Childcare Professional, Coram PACEY's membership magazine, or simply put them in your own album.

It is best practice to get parents' permission before taking photographs of their children. It is also best practice that anyone using photos of children should not put children's full names and other identifying information alongside their photographs when they appear in publications and training course assignments.

When taking digital photographs, even if they are printed and then the files are destroyed, you will be required to register with the Information Commissioner's Office as a data controller. You can do this online at: <https://ico.org.uk/for-organisations/data-protection-fee/register/>

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It is also advisable to check whether any publication, college or course provider you are submitting photographs to have their own guidelines governing the use of photographs of children.

If you sometimes take video footage of the children you care for, it is advisable to create and use a separate permission form for this.

You must ensure that you are complying with the requirements of General Data Protection Regulation (GDPR). Depending on how you collect and store data, including photographs.

Whilst every effort has been taken to ensure that the information provided is accurate and up to date, Coram PACEY will not be held responsible for any loss, damage or inconvenience caused as a result of any inaccuracy, error or omission.

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### Permission to administer medication

I/we agree for the child named below to receive the following medication:

Child's name	
Child's date of birth	
Name of medication	
Reason for medication	
Dosage	
Method of administration (e.g., oral, inhaler, topical)	
Time(s) to be given/when required	
Expiry date on medication	
Tick as appropriate	<input type="checkbox"/> This medication is prescribed to the child/ <input type="checkbox"/> This medication is non-prescribed but provided by the parent
As required (PRN) medication	<input type="checkbox"/> This medication may be administered as required in line with the manufacturer's instructions and the childminder's medication policy (e.g., inhaler, EpiPen, paracetamol for fever).

Childminder's name	
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	

**NOTE: Permission is required for every course/type of medication**

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### Permission for routine outings with the childminder

I/we agree for the child named below to go on routine outings with the childminder named below.

Child's name	
Childminder's name	
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	

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### Permission for pre-arranged alternative care

I/we agree for the child named below to be cared for by another registered childminder in a one-off situation for a maximum of one day, on the following date [insert date].

I/we understand this is not for an emergency situation but for occasions when the contracted childminder has an appointment (for example, at the hospital or dentist), or a family commitment.

I/we agree that we will pay for childminding under the terms of the contracted childminder's existing contract with me/us and that I/we will pay for the additional sub-contracted childminding cost at the price of £ [insert fee] per hour.

Child's name	
Childminder's name	
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	

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### Permission to apply sun protection cream

I/we agree for sun protection cream to be applied to the below-named child by the childminder named below.

Child's name	
Childminder's name	
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	

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### Permission to undertake observations

I/we understand that ongoing observations will be undertaken of the child named below, to follow and assess their development. These may be in the form of written statements, photographs/videos or audio recordings.

\*Any photos/recordings stored electronically will be stored securely and deleted in accordance with my data protection policy.

Child's name	
Childminder's name	
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	

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### Outdoor play equipment permission

I/we agree for the child named below to use play equipment in gardens, parks or playgrounds while in the care of the childminder named below.

Child's name	
Childminder's name	
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	

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### Permission to be transported in a vehicle

I/we agree for the child named below to be transported in a vehicle with the childminder named below.

Child's name	
Childminder's name	
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	

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### Photo permission

I/we give permission for the childminder named below, or a person nominated by the childminder, to take photos (including those taken on a mobile phone or similar device) of the below-named child for the reasons I/we have indicated below:

- to record the child(ren)'s daily routine
- to record the child(ren)'s development
- to share with the child(ren)'s parents
- the childminder's own album, coursework, promotional literature, website
- Coram PACEY's websites, including social media; promotional literature; and publications including Childcare Professional magazine.
- other publications, such as the local newspaper
- other organisations' websites
- childminding network publicity/displays/website
- promotional literature of other organisations (such as the local childminding group)
- other reasons specified by the childminder in the box below

Any photos stored electronically will be stored securely and deleted in accordance with my data protection policy.

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Child's name	
Childminder's name	
Childminder's signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	
Parent(s)' name	
Parent(s)' signature	
Date	