

<b>Policy title</b>	<b>Kids/Youth Consent and Information Storage</b>
<b>Policy area</b>	Kids/Youth Programmes
<b>Policy available for Students – yes/no</b>	YES
<b>Policy detail</b>	<p>The Learning Connexion has a procedure for gaining consent from parents.</p> <p>Documentation will be held by TLC on its online database (Phoenix and Enrolmy) and on TLC’s private drive folders. When filling out the online enrolment form, parents will be made aware of who will have access to personal information or documentation at TLC.</p> <p>The online enrolment form will also include a signed consent form for:</p> <ul style="list-style-type: none"><li>● agreement to participate in services</li><li>● consent to obtain and release information</li><li>● consent to photographs of child</li><li>● consent to obtain medical assistance if required</li><li>● consent to transport children in the event of an emergency</li></ul> <p>Parents must agree to and sign this consent form before their child may attend the programme.</p> <p>Other consent, such as consent to administer medication to a child, or consent to allow a child to be dropped off without being signed in by a caregiver, requires parents to sign separate consent forms.</p>
<b>Related Procedures</b>	
<b>Date Created</b>	February 2018
<b>Review Dates</b>	February 2019, June 2020, August 2021, Jan 2023, Jan 2024
<b>Next review date</b>	Jan 2025
<b>Links</b>	