**PARENTAL CONSENT FORM TO ACCESS THE SHORT BREAKS CORE OFFER**

As part of our short breaks offer, we need to gain your consent for the following;

* For a short break assessment to be completed with you based on your self- assessment form
* For the short break team to gather or verify information you have provided, including information held within your child’s EHCP and other information held within Children Services to make an informed decision on eligibility for short breaks.
* To discuss your preferences and your child’s needs with your preferred providers to inform suitability and matching.

To comply with the General Data Protection Regulations, we need your permission before your child or young person can take part in the short breaks programme.

You may view our full privacy notice, which explains in more detail how we manage your personal data, on the Council’s website at <<https://www.royalgreenwich.gov.uk/directory/86/privacy_notices>>

***Please fill in the information about your child, answer the questions below, and then sign and date the form where shown.***

|  |  |
| --- | --- |
| **Full name of child/young person** |  |
| **Date of birth** |  |
| **Address (including postcode)** |  |
| **School** |  |
| **Parent/guardian’s telephone number(s) (including mobiles)** |  |
| **Parent/guardian email address** |  |

|  |  |
| --- | --- |
| **To be completed by the parent/carer** | **Please circle your answers** |
| Are you happy for your child to take part the Royal Borough of Greenwich Short Breaks programme? | Yes / No |
| Does your child have an Education, Health, and Care (EHC) Plan? | Yes / No |
| May we use your child’s/ young person’s information held by Children services to inform decision on eligibility? | Yes / No |
| May we speak to potential short breaks providers on your behalf to ensure eligibility? | Yes / No |

Name of parent or guardian**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Relationship to child: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***I have read and understood the conditions of use on the back of this form.***

Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Date: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Conditions of use**

* This form is valid for five years from the date of signing / for these projects only. The consent will automatically expire after this time.

**Information sharing and storage**

Everyone working for Royal Greenwich Children’s Services has a legal duty to keep information about you and your child confidential. In addition to paper-based files, images may also be stored electronically on Royal Greenwich Council’s secure network.

We will not share images with third party organisations. However, with your consent printed publications or promotional videos containing your child’s image may be shown to staff working in other boroughs doing participation work.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For queries or to withdraw your consent at any time, please contact the **Short Breaks Team** by emailing [Short-Breaks-Referrals@royalgreenwich.gov.uk](mailto:Short-Breaks-Referrals@royalgreenwich.gov.uk) or calling 0208 921 3002. You can also write to the team at: Short Breaks Team, 1st Floor, The Woolwich Centre, 35 Wellington Street, SE18 6HQ.