

Staffordshire County Federation of Young Farmers Clubs

Frequently Asked Questions to accompany the Safeguarding Policy being adopted on 6th November 2014 at the County Executive Committee Meeting

Circulated to all Club Secretaries, County Officers and County Trustees – 2nd October 2014

Parental Consent Forms

Why do we need them?

The key with Parental Consent Forms really is that the parents know where their child is and the activity they are participating in, every time they are with YFC and that the Club Officers (responsible adults) are holding a consent form for each member 17 and under, participating to say that the parent has consented to them being there and taking part.

What happens if an event changes at the last minute?

If the activity does change it is important to let parents know via text, phone call, email and to ensure that they have received the message and are happy with the alternative activity. For those members who are attending, it would be expected that those parents will respond. It is advised that the Club devises an action plan of who will do this.

What if we cancel the activity?

Again, it would be obvious and expected that a Club would make communication with all members to state that the YFC event is cancelled. In the case of 17 and under members, contact should also be made with their parents/guardians as per the details on their Parental Consent Form. Should a group of members then decide to continue the evening on a Non-YFC basis, i.e. turn it into a social at a local pub, then Club Officers (responsible adults for the evening) must ensure that those 17 and under are not dropped off or that they are taken home safely by a senior member, with the parents consent if they are already there.

Does the parental consent form relate to all activities or just those away from our usual meeting place? It relates to all activities on your Club Programme and can be done just once to cover your Club Programme when it is issued i.e. if you do a quarterly programme, 4 times a year or if you do a monthly programme then 12 times per year.

Can a club plan 3 months ahead on paper with contact details and send out to parents and then still issue a programme monthly?

It is to do termly programmes with a consent form attached to cover these activities at the usual meeting place and any trips so long as there are times and full details of the activities in there, and not just a page of "TBC".

What is the best way for a club to manage the forms?

With regard to holding the consent forms, as long as the Club Officers keep the forms safe and stored appropriately it is fine for officers to hold duplicate copies of these forms encase one officer is unable

to make it to a Club night. It's an idea to keep spare consent forms with these forms encase a parent can complete one when dropping a child with you (if they haven't already provided one).

What happens if a member turns up to a club night without their form? Are they then not allowed to take part?

In the case of a 17 or under member who has no form, the officers can call the parent and complete the form verbally with them so that they have emergency contact details, medical info etc and have spoken to the parent to make them aware of the activity. In the case of a current member who has completed a form previously for the last club programme, a quick call to their parent to confirm no details have changed would be fine and then ensure an updated form is present for the next meeting/activity.

How do we deal with a new member aged 17 or under who turns up for the first time to see what YFC is all about?

It is fine for new members to attend without consent to a meeting. It is suggested that when the parent drops the member off, the Club Officers talk to them and take a contact number for them. Alternatively if they come along with someone else, or just "walk in" then a quick call to their parents to check that they are aware that their child is there is recommended.

If a member turns 18 within that membership year do they then stop having to get forms signed?

Yes, the Parental Consent Forms only apply to members who are aged 17 and under at the time of the event/activity.

How long do we retain the forms for?

This is at the discretion of the Club. It is recommended that the forms are retained for 12 months. Once this time has passed, forms must be disposed of in an appropriate manner due to the confidential and sensitive nature of the information i.e. shredded.

Are Parental Consent Forms needed for County Activities?

Yes Parental Consent Forms will be requested for Competitions and Social Events and it is the responsibility of the member concerned to ensure that they bring it to the activity, completed and signed.

Where can I get a Parental Consent Form from?

A Template will be available to download from the County Website. A template will be emailed to all Club Officers, Club Safeguarding Officers and can also be emailed on request direct to members from the County Office.