



# Welcome to 'Footsteps' St Mark's Sunday Club



Our Sunday Club is aimed at children aged 3 years and over\*. We meet in our Church Hall every Sunday morning from 10.15am to around 11.15am (except during Christmas, Easter and Summer school holidays).

It is our aim to provide Christian teaching in a safe and secure environment. We operate all of our youth work by following the Diocesan Guidelines of Working With Children and Young People. A copy of our Policies and Procedures is on display at the back of Church, should you wish to read it.

If you would like your child/ren to attend Footsteps for the first time, please contact Julia Wooster on 01628 531384, to discuss this further. If you are renewing your child's place at Footsteps, please complete the forms found at the back and return them to Julia Wooster, 4 Eastern Drive, Bourne End, SL8 5HQ.

*\* Under 3's are welcome to attend under parental/guardian supervision.*

## Who's Who?

Footsteps Sunday Club Leader	Julia Wooster	01628 531384
Parish Child Protection Representative	Alison Trotter	01628 526443
Appointed Parish Representative (CRB)	Lynda Wood	01628 430476
Children's Advocate	Elaine Long	07891 095008
Church Warden (Youth related)	Lyn Gooch	01628 530402
Priest-in-Charge	Ann Trew	01628 523046

## Funding

The Club's costs are funded by St Mark's Church. You need pay nothing, however any donations are always gratefully received (money, time, materials).

Charitable Giving is part of our Christian teaching. Our supported charity this year is the Toybox Appeal (please ask for further details if you wish) we would therefore ask that children bring a small donation each week towards our appeal.

## **Starting and Finishing Arrangements**

Sunday Club opens at 10.15am and the session starts at 10.30am. To enable us to prepare and set-up any activities, we kindly request that you do not bring children into the Hall before 10.15am.

Just prior to the 'pre-Eucharistic Prayer' in Church, a sides-person will come across to the Hall, and we will walk the children across to the Church, at which time they will become the responsibility of their respective parent/carer.

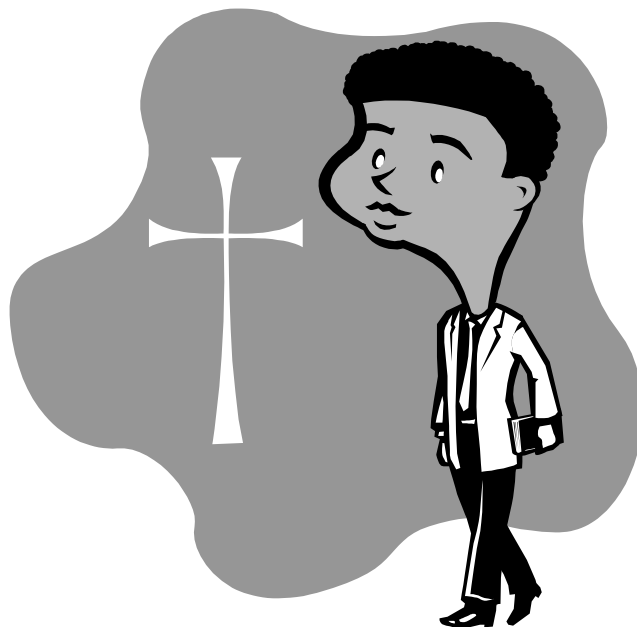
## **What happens if my child falls ill or has an accident at Club?**

We request that you remain on Church premises whilst your child is in Sunday Club. If your child falls ill or needs emergency treatment, you will be contacted as soon as possible. We will always aim to have a first-aider available on site and in the event of an emergency, the situation will be dealt with on your behalf.

We kindly request that children who have recently had a tummy complaint or are quite unwell, are not brought into Sunday Club.

## **What do I do if I have a complaint about the Club?**

In the first instance, please speak with the Sunday Club Leader, as we would hope that any issues can be resolved at this stage. However, if the complaint is still not resolved, you may speak with any member of our Parish Child Protection Group (Details above 'Who's Who')



# ST MARK'S 'FOOTSTEPS' SUNDAY CLUB

## REGISTRATION RECORD For September 2007 - July 2008

### CHILD'S DETAILS

Full Name: .....

Address: .....

.....

Telephone: ..... Mobile : .....

E-mail: ..... Date of Birth: .....

School: ..... School Year/Group: .....

While your child is in our care it would be helpful for us to know whether he or she suffers from any allergies, phobias, medical disorders or is on any medication. Is there anything else you would like us to know?

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.....

Family Doctor's name, address and telephone number:

.....

.....

Any special instructions: .....

.....

Any other information: .....

.....

.....

# ST MARK'S 'FOOTSTEPS' SUNDAY CLUB

## PARENT / GUARDIAN'S DETAILS AND CONSENT For September 2007 - July 2008

### Parent's Details

Name: .....

Address: .....

.....

Telephone: ..... E-mail: .....

### Consent

I, (*name*) .....

**Consent to my child (*name*) ..... attending St Mark's Footsteps  
Sunday Club and taking part in their Christian-based activities.**

**In case of emergencies, I can be contacted on:**

(Tel)..... (Mob) .....

I will bring my child to the Church Hall (no earlier than 1015am) and I give my permission for my child to be brought from the Hall into Church at the end of the Sunday Club session (under appropriate adult supervision).

**Signed:** ..... **Date:** .....

# ST MARK'S CHURCH

## USING IMAGES OF CHILDREN CONSENT FORM

**For September 2007 - July 2008**

Occasionally, we may take photographs of the children in Youth Group activities. We may use these images in our Church Newsletter or in other printed publications that we produce, as well as on our website. Images may also appear in local or national newspapers. Please indicate if you wish your child in the media, if not we will try to keep your child out of the photographs.

To comply with the Data Protection Act 1998, we need your permission before we can photograph your child. Please answer the questions below and sign and date where shown.

- |                                                                                                                                         |                 |
|-----------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1. May we use your child's image on our website?                                                                                        | <b>YES / NO</b> |
| 2. May we use your child's photograph in the Church Newsletter and other printed publications that we produce for promotional purposes? | <b>YES / NO</b> |
| 3. May we record your child's image on video or webcam?                                                                                 | <b>YES / NO</b> |
| 4. Are you happy for your child to appear in the media?                                                                                 | <b>YES / NO</b> |

*Please note that websites can be viewed throughout the world and not just in the United Kingdom where UK law applies.*

### Conditions of Use

1. This form is valid for five years from the date you sign it, or for the period of time your child attends any St Mark's Youth Group. The consent will automatically expire after this time.
2. We will not re-use photographs or recordings after your child leaves.
3. We will not use the personal details or full names (which means first name **and** surname) of any child or adult in a photographic image on video, on our website, or in any of our other publications.
4. We will not include personal e-mail or postal addresses, or telephone or fax numbers on video, on our website, or in any of our other publications.
5. If we use photographs of individuals, we will not use the name of that child in the accompanying text or photo caption.
6. If we name an individual in the text, we will not use a photograph of that child to accompany the article.
7. We may include pictures of children and adults that have been drawn by the children.
8. We may use group photographs or footage with very general labels, such as "a Sunday Club session" or "Decorating the Christmas Tree".
9. We will only use images of children who are suitably dressed, to reduce the risk of such images being used inappropriately.

**I have read and understand the conditions of use above.**

**Parent / Guardian's signature:** ..... **Date** .....

**Name (in block capitals):** .....