

London Borough of Brent - Children's Centre Registration Form



PARENT / CARER'S DETAILS

Please use BLOCK CAPITALS

Parent / Carer 1			
First Name(s)			
Surname			
Address		Contact Details	
		Mobile	
		Home Tel	
		Email	
Postcode	Temporary / Permanent	Relationship to Child	
Do the children live at this address?	Yes / No		
Do you have parental responsibility?	Yes / No		
Information requested below is optional:			
Date of Birth	Gender	Main Language (if not English)	
	Male / Female		Speak
			Read
			Write
Marital Status		Level of English	
		Fluent	Basic
		Conversational	Not spoken
Ethnicity (Please refer to separate list)		Employment (Please refer to the codes below)	
Religion		Benefits (Please refer to the codes below)	
Disability / Special Need		Workless Household	Yes / No
Expectant Parent	Yes / No	Teenage Parent (19 or under)	Yes / No
Baby Due Date		Lone Parent	Yes / No

Parent / Carer 2 (If not present, please complete, sign and return form to the Children's Centre)			
First Name			
Surname			
Address		Contact Details	
		Mobile	
		Home Tel	
		Email	
Postcode	Temporary / Permanent	Relationship to Child	
Do the children live at this address?	Yes / No		
Do you have parental responsibility?	Yes / No		
Information requested below is optional:			
Date of Birth	Gender	Main Language (if not English)	
	Male / Female		Speak
			Read
			Write
Marital Status		Level of English	
		Fluent	Basic
		Conversational	Not spoken
Ethnicity (Please refer to separate list)		Employment (Please refer to the codes below)	
Religion		Benefits (Please refer to the codes below)	
Disability / Special Need		Workless Household	Yes / No
Expectant Parent	Yes / No	Teenage Parent (19 or under)	Yes / No
Baby Due Date		Lone Parent	Yes / No

Employment Codes			Benefit Codes	
01 Full-time Parent	06 Full-time Training	11 Maternity Leave	01 Council Tax Reduction	06 Job Seeker's Allowance
02 Full-time Carer	07 Part-time Education	12 Self-employed	02 Housing Benefit	07 Child Tax Credit
03 Full-time Foster Carer	08 Part-time Employment	13 Unemployed	03 Employment and Support Allowance	08 Pension Credit
04 Full-time Education	09 Part-time Training	14 Retired	04 Disability Living Allowance / PIP	09 Universal Credit
05 Full-time Employment	10 Voluntary Employment	15 Other	05 Income Support	10 Working Tax Credit

CHILDREN'S DETAILS

Child 1		Date of Birth	Gender
First Name			Male / Female
Surname			
Information requested below is optional:			
Ethnicity	Religion	Breastfed? (How long)	
		Birth	6 months
Disability / Special Need		6 weeks	1 year
		3 months	Ongoing

Child 2		Date of Birth	Gender
First Name			Male / Female
Surname			
Information requested below is optional:			
Ethnicity	Religion	Breastfed? (How long)	
		Birth	6 months
Disability / Special Need		6 weeks	1 year
		3 months	Ongoing

Child 3		Date of Birth	Gender
First Name			Male / Female
Surname			
Information requested below is optional:			
Ethnicity	Religion	Breastfed? (How long)	
		Birth	6 months
Disability / Special Need		6 weeks	1 year
		3 months	Ongoing

Name of Clinic or Doctor's Surgery	Address of Clinic or Doctor's Surgery

Privacy Notice

You are providing your information to Brent Council Children's Centres that are managed by Barnardo's, contact details 020 8451 4180, and The Curzon Crescent & Fawood Children's Centres Partnership, contact details admin@curzon.brent.sch.uk, or 020 8459 6813. The Council's Data Protection Officer can be contacted via dpo@brent.gov.uk, or 020 8937 1402.

Details on this form and contacts that you have with Barnardo's, The Curzon Crescent and Fawood Children's Centres Partnership and their partner agencies will be collected in order to provide you and your family access to a range of service provision. It is required to fulfil the council's duties under statutory and contractual requirements.

The information will be shared with staff and agencies contracted to Brent. This includes Barnardo's and/or The Curzon Crescent & Fawood Children's Centres Partnership and services that you agree to work with. Information will only be shared with other third parties if there is a legal requirement to do so or if there is a risk of serious harm or threat to life.

The council obtains information from Barnardo's, The Curzon Crescent & Fawood Children's Centres Partnership and their partner agencies to monitor and evaluate the effectiveness of Children's Centre services. Once your information has been collected by the council, it may be used by other council departments, where necessary, again to provide a complete service to you.

The information shall be retained until your youngest child has turned 6 and your family is no longer receiving a Children's Centre service, unless the council is required to retain the information for statutory purposes. It shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent to contact and restrict processing and the right to copies of your information. These requests should be made in writing to your Children's Centre. You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

Further information can be found at www.brent.gov.uk/privacy

Do you wish to be kept informed about services delivered by Brent Children's Centres and their partner agencies? **Yes / No**
(This could be via phone, email, text message or face-to-face)

Print Name 1 Signed Date.....

Print Name 2 Signed Date.....

Staff Name Signed Date.....



Privacy Notice for Brent Children's Centres

When you complete a Brent Children's Centre registration form, you are providing information to Brent Council Children's Centres that are managed by Barnardo's and The Curzon Crescent & Fawood Children's Centres Partnership.

Details provided on the registration form and contacts that you have with Brent Children's Centres and their partner agencies are collected in order to provide you and your family access to a range of service provision. It is required to fulfil the council's duties under statutory and contractual requirements.

The information is shared with staff and agencies contracted to Brent. This includes Barnardo's and/or The Curzon Crescent & Fawood Children's Centres Partnership and services you agree to work with. Information is only shared with other third parties if there is a legal requirement to do so or if there is a risk of serious harm or threat to life.

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Contact details for each of the Children's Centres can be found at <https://www.brent.gov.uk/services-for-residents/children-and-family-support/childcare/childrens-centres/>

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