

Registration Forms

These forms **must** be completed by the parents / carers before the child attends the setting. No child will be accepted without one of these forms.

It is a legal requirement for parents/carers to inform us with which parent/carer the child normally lives.

In order to keep records up to date and accurate we require parents/carers to complete a new form each September.

It is the responsibility of all playworkers (permanent and seasonal) and volunteers to look at these forms for the child's dietary and medical requirements and for all other information.

Registration forms are kept confidentially and securely on the premises. Current forms must be accessible by the Senior Worker at all session times. All old forms will be kept for two years after the date of the last entry. Parents/carers have the right to see all records held on their child/ren at any time.

Parental responsibility and Legal contact

[Parental Responsibility](#) is defined as 'all the rights, duties, powers, responsibilities and authority which by law a parent of a child has in relation to the child and his property'. Therefore if you have Parental Responsibility you are recognised in the eyes of the law as having all the legal powers to make appropriate decisions in relation to the upbringing of your child.

The EYFS states that a record of who has parental responsibility and legal contact must be kept by the setting.

Only a person with PR can give valid consent for medical permissions etc. It is possible to delegate the responsibility of looking after a child to a childminder, teacher, friend or relative, but the person with parental responsibility is still liable and responsible to ensure that proper arrangements are made for the child. This must be given in writing.

Who has PR?

The Children Act 1989 sets out who has PR.

- A mother automatically has Parental Responsibility for her child, as does a married father irrespective of whether the marriage to the mother occurred before or after the birth of the child.
- As from the 1st December 2003 unmarried fathers of children whose birth is registered on or after this date, provided they are named on the birth certificate of the child, also have Parental Responsibility.

For children born prior to 1st Dec 2003, the biological father does not have PR. They can get this by:

- marrying the mother of the child
- by entering into a voluntary [Parental Responsibility Agreement](#) with the mother

- by obtaining an order of the court (Parental Responsibility order)

In summary, a [Parental Responsibility](#) Agreement is required for all unmarried fathers where the child's birth was registered before 1st December 2003: in cases where an unmarried father of a child whose birth is registered on or after 1 December 2003 is not on the birth certificate for some reason: where a heterosexual couple marry and the other party already has a child: in all Civil Partnerships where either party already has a child, or gives birth after the couple become civil partners.

What about step parents?

- A step parent, even if married to a parent of children, does not automatically acquire PR for a child. This needs to be legally obtained through the courts.

What about adoptive / foster parents?

- Take legal advice

What about care orders?

- When a child is made the subject to a care order, the local authority has PR for the child.

Legal contact

What is legal contact?

After, for example, a divorce or separation, many people may wish to continue having contact with any involved children. These could include – the parent who is not living with the child/ren, grandparents, same sex co –parents and other relatives.

Legal contact can include-

- Visiting contact, where the non-resident parent adult visits the child in a place of safety such as a relative's house or Social Services Contact Centre;
- Staying contact, where the non-resident adult is allowed to care for the child, e.g.: overnight or at weekends;
- Indirect contact – this may be phone calls, letters, emails etc..

A **contact order** is an order requiring the resident parent to allow the child to visit or stay with the non-resident parent or have any other form of contact provided in the order, for example by telephone.

If the child's parent has a contact order, you must ask them to state the name and contact information for the adult detailed on the order.

How to record this on your Child Registration Form?

To cover all the potential possibilities the registration form could become lengthy. Instead, you could indicate on the form the need to have an entry meeting with a senior staff member or additional form if the child's situation requires further information.

Further help and advice

Children's Legal Centre – www.childrenslegalcentre.com, or their advice telephone line. Civil Legal Advice 0845 345 4345