

Policy title	Kids/Youth Consent and Information Storage
Policy area	Academic
Policy available for Students – yes/no	NO
Policy detail	<p>The Learning Connexion has a procedure for gaining consent from parents.</p> <p>Documentation will be held by TLC on its online database (Phoenix) and on TLC’s private Google File Share. When filling out the online enrolment form, parents will be made aware of who will have access to personal information or documentation at TLC.</p> <p>The online enrolment form will also include a signed consent form/contract for: agreement to participate in services; consent to obtain and release information; consent to photographs of child, consent to obtain medical assistance if required. Parents must agree and sign for this before their child may attend the programme.</p> <p>Other consent forms such as consent to administer medication to a child or allow a child to be dropped off without being signed in by a caregiver, requires parents to sign separate consent forms.</p>
Related Procedures	
Date Created	February 2018
Review Dates	February 2019, June 2020, August 2021
Next review date	August 2022
Links	