

CAREERS DAY AT COLCHESTER ZOO

REGISTRATION FORM

Completed registration forms must be returned to the Colchester Zoo Education Team via email at education@colchesterzoo.org to secure your child's place at the Career Day.

SECTION 1 - CONTACT AND PERSONAL DETAILS

SECTION 1.1 – YOUR CHILD'S DETAILS	
Child's first name (given name):	
Child's last name (surname):	
Preferred name / nickname:	
Date of birth:	
Home Address (including postcode):	

SECTION 1.2 – PARENT/GUARDIAN 1 DETAILS (MAIN POINT OF CONTACT)	
Parent/Guardian 1 First name:	
Parent/Guardian 1 Last name:	
Relationship to child:	
Home Address (including postcode) *if different than the address provided in child's details	
Email Address:*	
Mobile Phone:	
Work Phone:	
Work Address:	
Any other relevant contact details? (e.g. home phone)	
Does Parent/Guardian 1 have parental responsibility?	Yes / No

*The email address for Parent/Guardian 1 will be the main point of contact

SECTION 1.3 – PARENT/GUARDIAN 2 DETAILS*	
Parent/Guardian 2 First name:	
Parent/Guardian 2 Last name:	
Relationship to child:	
Address (including postcode) *if different than the address provided in child's details	
Email Address:	
Mobile Phone:	
Work Phone:	
Work Address:	
Any other relevant contact details? (e.g. home phone)	
Does Parent/Guardian 2 have parental responsibility?	Yes / No

*Parent/Guardian 2 is optional and can be left blank if only one adult has parental responsibility. If there are two adults with parental responsibility, please ensure their details are provided above in section 1.3

SECTION 2. EMERGENCY / MEDICAL DETAILS

SECTION 2.1 – WHO TO CONTACT IN THE EVENT OF AN EMERGENCY*	
Adult 1 Full Name:	
Adult 1 Phone number:	
Relationship to child:	
Adult 2 Full Name:	
Adult 2 Phone:	
Relationship to child:	

*In the event of an emergency, the Parent/Guardian 1 and 2 (as listed in section 1) will be the first point of contact. In the event that they are not reachable, please provide two additional adults to contact.

SECTION 2.2 – EMERGENCY MEDICAL INTERVENTION CONSENT		
<p>In the event of an emergency (e.g. as a result of an allergic reaction), medical staff may need to start treatment as soon as an ambulance arrives / a child arrives in hospital. This treatment may be delayed if waiting for an emergency contact to be reached.</p> <p><i>/We give permission for my child to receive emergency medical treatment.</i></p>		
Child's Name:		
	Parent/Guardian 1	Parent/Guardian 2*
Name:		
Signed:		
Date:		

*If section 1.2 has been completed for Parent/Guardian 2, please ensure both adults sign and date the above consent. If section 1.2 has been left blank, please leave the above section for Parent/Guardian 2 blank.

SECTION 2.3 – KNOWN MEDICAL CONDITIONS	
Does your child regularly attend the GP or a hospital for any treatment?	Yes / No
Does your child take regular medicine?	Yes / No
Does your child suffer from any allergies or asthma? (including allergies to plasters)	Yes / No
If Yes to any of the above questions, please provide further details:	

*Based on your answers to section 2.4 the Colchester Zoo First Aid team may contact you directly to ask for further clarification and/or to develop an individual plan for the child in relation to their allergen/medical needs.

SECTION 2.4 – DAILY HEALTH MANAGEMENT	
Does your child have a medical condition/health concern? (Including mental health)	Yes / No
Does your child take medication or need any other medical/health management during the hours of 9am-4pm? (e.g. inhaler)	Yes / No
Does your child have a health care plan that should be followed in a medical emergency?	Yes / No
If Yes to any of the above questions, please provide further details: (e.g. how many puffs; how many tablets; what time taken or if as required, when is it required, etc.)	

Based on your answers to section 2.5 the Colchester Zoo First Aid team may contact you directly to ask for further clarification and/or to develop an individual plan for the child in relation to their allergen/medical needs.

SECTION 3. ADDITIONAL NEEDS / MODIFICATIONS

The Colchester Zoo Career Day is an exciting opportunity to learn about the job and roles of zoo keepers. Colchester Zoo wants everyone to have the opportunity to take part in this fantastic day. However, due to the structure of the day, the group nature of some activities, and the limitations of the physical space, it is not always possible for everyone to fully access this environment.

If your child has any additional needs or requires any modifications please complete the sections below and our Education Team will be in touch to discuss how we can meet your child's need or any practical modifications to allow them to participate. Alternatively, to discuss in detail prior to completing this paperwork, please contact education@colchesterzoo.org

SECTION 3.1 – PHYSICAL DISABILITY

Does your child have any physical disabilities?	Yes / No
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If yes, please provide details of any requested modifications:

SECTION 3.2 – LEARNING CONSIDERATIONS

Does your child have any learning considerations (e.g. dyslexia)?	Yes / No
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If yes, please provide details of any requested modifications:

SECTION 3.3 – ADDITIONAL NEEDS

Does your child have any other additional needs Colchester Zoo staff should be aware of?	Yes / No
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If yes, please provide details of any requested modifications:

SECTION 3.3 – HEALTH/BEHAVIOUR CONCERNS

Do you have any concerns about your child's health and/or behaviour to allow us to support them during the day?	Yes / No
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If yes, please provide details:

SECTION 4. CONSENT / PERMISSIONS*

*For all the following consents/permissions, if section 1.2 has been completed for Parent/Guardian 2, please ensure both adults sign and date below. If section 1.2 has been left blank, please leave the below sections for Parent/Guardian 2 blank.

SECTION 4.1 - GDPR		
<p>Colchester Zoo records, process and keeps personal information about you and your child in accordance with Article 6 of the General Data Protection Regulation (GDPR, May 2018): “the rights of the data subjects”.</p> <p>Colchester Zoo is required to ask for the above provided contact details (including emergency contacts), in the event of an emergency. Colchester Zoo has robust procedures in place in the event of emergencies, or in the event of an uncollected child. Please ensure you are familiar with these.</p> <p>Under GDPR regulations, you are required to inform everyone you have put as a contact (including both parent/guardians, and all emergency contacts) that we now hold the data you have provide. Colchester Zoo will hold this data as outlined in Colchester Zoo’s GDPR policy.</p> <p><i>/We give permission for the above information to be held in accordance with the GDPR policy.</i></p>		
Child’s Name:		
	Parent/Guardian 1	Parent/Guardian 2*
Name:		
Signed:		
Date:		

SECTION 4.2 – GENERAL CONSENT		
<p>Please be aware, that Colchester Zoo is an active, working zoo. We therefore ask that all parents/guardians be aware of the following general conditions:</p> <ul style="list-style-type: none"> Appropriate comfortable closed-toed shoes must be worn at all times Due to the activities involved during the Career Day, we advise all participants to wear suitable clothing they don’t mind getting dirty and for the forecasted weather. Colchester Zoo’s animals are kept in good health, we have strict hygiene procedures in place and specific Risk Assessments for different activities. However, all animals may carry pathogens that can be transmissible to humans, which may pose a risk, especially to immunocompromised individuals. While no direct animal contact is planned as part of Career Day, individuals may come in contact with material which has come in contact with animals. Child participants will be expected to follow the instruction of the Colchester Zoo staff, including the Career Day leaders (Education Team) and any other relevant staff, at all times. <p><i>/We give understand the general conditions of the Colchester Zoo Career Day as explained above, as well as the Terms & Conditions explained below, and am registering my child to participate in the Colchester Zoo Career Day.</i></p>		
Child’s Name:		
	Parent/Guardian 1	Parent/Guardian 2*
Name:		
Signed:		
Date:		

SECTION 5. TERMS AND CONDITIONS

Attendance at the Colchester Zoo Career Day is subject to the following terms and conditions. Colchester Zoo reserves the right to update/amend these Terms & Conditions.

REGISTRATION & PAYMENT

This completed Registration and Permissions document must be completed to secure your place at the Colchester Zoo Careers Day.

If you are unable to complete this electronically, please contact education@colchesterzoo.org

Once this completed form is received, you will be sent a link to make payment online. **Payment must be made within two weeks in order to secure your place.** Tuition to attend the day is a non-refundable fee of £65.

All participants must be 14-17 year old.

This means a **birthday no later than 11 May 2010**, or a **birthday no earlier than 11 May 2007**.

HOURS

Colchester Zoo Career Day commences at **9:00am** and finishes at **4:00pm**.

Drop-off can occur from 8:45am when Colchester Zoo staff will be waiting outside the main entrance building to sign all participants in.

Collection is at 4:00pm, once again outside the main entrance building. All participants must be collected promptly. Due to limited transport options from the zoo on Sundays, all participants (regardless of age), must be collected in person from this collection point.

If you are late collecting your child, there will be a charge of £15 per 30 minutes to cover emergency staffing and other arrangements.

BEHAVIOUR

Child participants will be expected to follow the instruction of the Colchester Zoo staff, including the Career Day leaders (Education Team) staff, at all times. This includes following instructions in the event of an emergency.

INSURANCE

Colchester Zoo has extensive insurance which covers the Colchester Zoo Career Day. Details of this insurance may be requested from education@colchesterzoo.org.

PERSONAL PROPERTY / BELONGINGS

Colchester Zoo cannot be held responsible for any loss or damage to child's property and belongings. Every reasonable effort will be made by Colchester Zoo staff to ensure that property or belongings are not damaged. We advise that all child participants not bring unnecessary valuables with them.

LIABILITY

Colchester Zoo accepts no liability for any losses suffered by parents/guardians arising directly or indirectly, due to the unforeseen closure/cancellation of Career Day or the entire zoo (this includes, but is not limited to, events such as extreme weather). We accept no responsibility for children whilst in their parents'/guardians care on the premises (e.g. in the car park when being dropped off before morning registration).

We will not be liable to parents/guardians and/or children for any economic loss of any kind, for damage to the child's or parent's property, for any loss resulting from a claim made by any third party or for any special, indirect, or consequential loss or damage of any kind.

ACCIDENTS AND ILLNESS

Colchester Zoo reserves the right for our qualified First Aiders to administer first aid and any emergency treatment as required. Parents/guardians will be informed of all accidents and will be asked to complete an accident record form.

If emergency treatment (including hospitals or paramedics) is required, Colchester Zoo will make all reasonable attempts to contact the parents/guardians and emergency contacts listed in Section 1 and Section 1. However, as detailed in Section 2.2, if consented, we are authorised to act on behalf of the parents/guardians. We may refuse admittance or require parents/guardians to collect their child if it is considered that the child is not well enough to attend.