



**THE DOWNS**  
MALVERN

**Hoot: Parent and Toddler Group**

**Terms and conditions**

1. Those in charge of their child/children are solely responsible for the control, care and safety of their child/children at all times whilst taking part in Hoot at The Downs Malvern. The Downs Malvern Hoot cannot accept any such responsibility.
2. Under no circumstance will The Downs Malvern Hoot take responsibility for loss or damages to personal possessions during a session.
3. Those in charge of the child/children are under no circumstances allowed to leave a building without taking the child/children within their care with them.
4. The Downs Malvern Hoot reserves the right to request anyone, child or adult, to leave if their behaviour is likely to threaten the safety or enjoyment of others. Attending adults are responsible for the safety of their child/children during each session. This includes the use of all materials and equipment and to ensure that you and your child/children behave in a way to not cause injury or abuse to other children or adults.
5. We recommend that children wear clothing appropriate for messy play as The Downs Malvern will not be liable for any stains or marks on children's clothes.
6. Please do not attend the session with your child if they are ill and risk infecting other children. The Downs Malvern Hoot reserves the right to request a child or adult leave the session if it is felt they are an infection risk to others. As an example, where a child has suffered from sickness and diarrhea it is advised to avoid group activities for 48 hours.
7. It is the responsibility of the parent/carer to ensure the child/children do not interact with any material/food substance that may cause an allergic reaction to their child/children.
8. We make every effort to supply items that are either edible, non-toxic/hypoallergenic. However, we advise that all materials provided including foodstuffs are not to be consumed by the babies/toddlers as some products (despite being edible) may present a choking hazard. We do not accept any responsibility whatsoever for any accident, allergic reaction or illness found to be directly attributed from any product or item provided. It remains the responsibility of the parent/guardian in attendance for supervising the children they are accompanying.
9. We do not keep any finished or part finished work from session activities. All materials or work remaining will be discarded. Please make sure you take your child's work away with you.

The Downs Malvern has Public Liability Insurance

## **Privacy Policy**

**Alastair S Cook**

**The Downs Malvern, Brockhill Road, Colwall**

**01684 544100**

headmaster@thedownsmalvern.org.uk

This privacy policy describes how and why The Downs Malvern Hoot ('we' and 'us') collect, retain, use and store your information when you interact with The Downs Malvern Hoot via our website or booking software.

The Downs Malvern is fully compliant with the General Data Protection Regulations (GDPR). We process personal client data to facilitate the booking of our parent and toddler sessions. We do not share any data we hold with third parties. If you have any queries about this policy, please contact us using the details above.

### Our Website

We collect very little information from the viewers' visits to our website. Absolutely no personal information is collected from our visitors. The website statistics gathered by our web hosting company records server requests only, e.g. the IP address and date of visit.

### Bookings

When you choose to make a booking, we need to collect data from you in order to facilitate the booking. The legal basis for collecting you name, address, telephone number(s), email address(es) and your children's names and dates of birth is "necessary for contract". We may need to contact you to provide details of Hoot or any necessary changes such as cancellation of sessions.

At your discretion, you may choose to share with us certain details of your children's medical history. The legal basis for this would be "vital interests", for example to provide details rapidly in the event of having to call the emergency services.

### Data Security and Retention

We recognise the vital importance of keeping your information securely at all times. We do not hold your data any longer than is necessary to provide you with our services or to comply with applicable law. We review our records once a year to edit, archive or delete data that is no longer needed for the purposes stated above.

### Your Rights

To exercise any of the following rights, please contact us using the details above.

- You have the right of rectification should the data we hold be incorrect.
- You have the right of access to your data.
- You can ask us to delete your data in certain circumstances. For example, when we no longer need it for the stated purposes.
- You can request the transfer of your data to a third party in a format that can be read by computer. This applies where the information has been provided by you and the legal basis we are relying on is contract.

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

If you consider that we have not acted properly when using your personal information you can contact the Information Commissioner's Office - <https://ico.org.uk/>

Alastair S Cook  
Headmaster

2<sup>nd</sup> September 2021