Diagram

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Parental Responsibility

Evidence Record Form

It is a requirement of the GDPR (General Data Protection Regulation) that only parents/carers who hold Parental Responsibility for the child can give consent- this includes consent for the childminder to hold and process the information (excluding online preventative or counselling services). The Data Protection Act has set this age at children under 13 years. The GDPR also requires that reasonable efforts are made to verify that the person giving consent does, in fact, hold parental responsibility for the child. It is good practice to keep a record of the evidence that you have seen for this. You only need to complete this form once for each child.

***It is important that you read the Parental Responsibility guide that accompanies this form.*** In order to comply with this requirement, please complete the following information.

*Please tick relevant boxes*

|  |  |
| --- | --- |
| Child’s Name | Date |
|  |  |
| Parents/carers Name | Parents/carers Name |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Document seen | Parent/carer 1 | Parent/carer 2 | Other adult |
| Date completed | *Please tick relevant boxes* | | |
| Birth Certificate |  |  |  |
| Residence Order (prior to 2014) |  |  |  |
| Child’s Arrangement Order (since 2014) |  |  |  |
| Parental Responsibility Agreement |  |  |  |
| Parental Responsibility Court Order |  |  |  |
| Adoption Certificate |  |  |  |
| Parental Order |  |  |  |
| Special Guardianship Order |  |  |  |