**Stockland and Yarcombe Preschool’s Childcare and early education registration form**

Parents/Guardians must also complete this giving your contact details as well as information on people to be contact in the event of an emergency.

Please provide as much of the following information as you can. If you need help in completing the form, please ask the Manager.

The grey areas are for the pre-school's use. Please return your completed form to the pre-school.

**Child’s basic details**

|  |  |
| --- | --- |
| Child’s First Name(s): | Surname:  |
| Name known by:  |
| Child’s Full address: |
| Gender:  | Date of Birth:  |

*Please bring with you your child’s birth certificate for staff to take a copy. The copy will then be stored securely with your child’s registration information.*

Birth certificate seen and a copy made? Yes □ No □

*Please tick if you have seen the child's Birth Certificate or any other legal document e.g., Deed Poll, specifying the Legal surname of the child.*

**Ethnicity**

*Our ethnic background describes how we think of ourselves. This may be based on many things, including, for example, our skin colour, language, culture and ancestry or family history. Ethnic background is not the same as nationality or country of birth. The Information Commissioner recommends that young people aged 11 years old or above have the opportunity to decide their own ethnic identity. Parents, or those with parental responsibility, are asked to support or advise those children aged over 11 in making this decision wherever necessary.*

**

**Family Details**

Who does the child live with? ……………………………………………………………………………………………………..

Contact Details 1

|  |
| --- |
| Surname: |
| Forename: |
| Gender: |
| Relationship to child: |
| Does this person have 'parental responsibility'? (see end of document for guidance)? |
| Is there a Court Order relating to this child? |
| Contact Priority: |
| Full address: |
| Home Phone:Work Phone:Mobile Phone: |
| Place of work: |
| Email: |
| Password for collection: |
| If English is not your first language please state what is (this may include British Sign Language).Translator required? |
| Notes: |

Contact Details 2

|  |
| --- |
| Surname: |
| Forename: |
| Gender: |
| Relationship to child: |
| Does this person have 'parental responsibility'? (see end of document for guidance)? |
| Is there a Court Order relating to this child? |
| Contact Priority: |
| Full address: |
| Home Phone:Work Phone:Mobile Phone: |
| Place of work: |
| Email: |
| Password for collection: |
| If English is not your first language please state what is (this may include British Sign Language).Translator required? |
| Notes: |

**Emergency contact details for two named contacts** – if parents are not available. *Only those over the age of 16 years can be named as emergency contacts. Please ensure emergency contacts are local and their consent has been given.*

Emergency Contact 1

|  |
| --- |
| Surname: |
| Forename: |
| Gender: |
| Relationship to child: |
| Does this person have 'parental responsibility'? (see end of document for guidance)? |
| Is there a Court Order relating to this child? |
| Contact Priority: |
| Full address: |
| Home Phone:Work Phone:Mobile Phone: |
| Place of work: |
| Email: |
| Password for collection: |
| If English is not your first language please state what is (this may include British Sign Language).Translator required? |
| Notes: |

Emergency Contact 2

|  |
| --- |
| Surname: |
| Forename: |
| Gender: |
| Relationship to child: |
| Does this person have 'parental responsibility'? (see end of document for guidance)? |
| Is there a Court Order relating to this child? |
| Contact Priority: |
| Full address: |
| Home Phone:Work Phone:Mobile Phone: |
| Place of work: |
| Email: |
| Password for collection: |
| If English is not your first language please state what is (this may include British Sign Language).Translator required? |
| Notes: |

**Other person(s) with legal contact** *To be completed where those persons with parental responsibility are separated and/or an S8 Order is in place.*

|  |
| --- |
| Name: |
| Address: |
| Contact number: |
| Relationship to child: |

Please give details of any legal contact arrangements that we need to be aware of:

|  |
| --- |
|  |

**Collection permission authorisation** (other than parents) *Please note that if staff have not been made aware of an authorised person collecting that day then you will be contacted to confirm before the child is released. Only those over the age of 16 years can be named as authorised persons.*

Authorised Person

|  |
| --- |
| Name: |
| Relationship to child: |
| Full address: |
| Daytime / work phone: |
| Mobile: |
| Password for collection: |

**No Access**

Please inform us of any persons who should not have access to your child

|  |
| --- |
| Name: |
| Relationship to child: |
| Full address: |
| Reason: eg. Court order |
| Evidence seen: Yes □ No □ | Copy provided: Yes □ No □ |

|  |
| --- |
| Name: |
| Relationship to child: |
| Full address: |
| Reason: eg. Court order |
| Evidence seen: Yes □ No □ | Copy provided: Yes □ No □ |

**Emergency treatment declaration**

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me and emergency services will be called as necessary. I understand that my child may be taken to hospital accompanied by the manager or authorised deputy for emergency treatment. I understand that health professionals will be responsible for decisions about medical treatment in my absence.

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**For inhalers / auto-injectors (eg Epipens) only**

I give permission for a member of staff who has been trained to administer the inhaler / Epipen / Anapen (supplied by me) to:

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**First aid and Plasters**

I give permission for paediatric first aid qualified members of staff to provide immediate first aid as required for my child, including the use of hypoallergenic plasters

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Medical Details**

Is your child up to date with their immunisations? Yes □ No □

Dose your child require ongoing prescribed medication? Yes □ No □

|  |
| --- |
| If yes, please provide details – including if medication will need to be administered during preschool sessions: |

**Health and Development**

|  |
| --- |
| Was your child born prematurely, if so, how many weeks early?  |
| Key information: |
| Does your child have any on-going medical conditions? If so, please specify: |
| If yes, please specify which external agencies are involved eg paediatrician, consultant, dietician, speech and language, physiotherapy etc.  |
| Does your child require a health care plan? Yes □ No □  |
| If yes is one already in place? Yes □ No □ |

|  |
| --- |
| Does your child have care or mobility needs that may mean they are eligible for, or are in receipt of Disability Living Allowance? Yes □ No □ |
| If yes please provide key information: |
| Do you have any concerns about your child’s learning and development? Yes □ No □  |
| If yes please provide key information: |
| Is your child known to have any allergies or food intolerances?\* Yes □ No □  |
| If yes please provide key information: |
| Does your child have any special dietary requirements? If so please specify |
| Any other information you wish to add about your child |

\* *A risk assessment is completed and kept on the child’s file for any known allergies or food intolerances as mentioned above*

**Details of professionals involved with your child**

GP

|  |
| --- |
| Name:  |
| Telephone:  |
| Address:  |

Health Visitor

|  |
| --- |
| Name: |
| Telephone: |
| Address: |

Social Care Worker (*if applicable)*

|  |
| --- |
| Name: |
| Telephone: |
| Address: |

Any other professional who has regular contact with your child

|  |
| --- |
| Agency: |
| Contact Name: |
| Role: |
| Telephone: |
| Address: |

|  |
| --- |
| Agency: |
| Contact Name: |
| Role: |
| Telephone: |
| Address: |

|  |
| --- |
| Agency: |
| Contact Name: |
| Role: |
| Telephone: |
| Address: |

**Two year old progress check / Integrated health check**

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months, We will ask you to be involved in completing the check and to share it with your child’s health visitor.

If your child is aged between 18 and 24 months, has a one year old progress check already been completed for your child Yes □ No □

If your child is aged between 24 and 36 months, has a two year old progress check already been completed for your child Yes □ No □

**Parental Permissions**

Why are we asking for your consent?

You may be aware that there are new data protection rules that have now come into effect. To ensure we are meeting the new requirements, we need to confirm your consent about several aspects of school life.

**Data Protection Consent Form**

At Preschool your child may have their photograph taken or their names used in certain documentation As with everything relating to your children we behave with integrity, aware of our responsibilities to protect your children. In accordance with the Data Protection Act, it is deemed good practice to request your permission on an annual basis for these pictures to be used for a variety of purposes. I hope that you will feel able to give your consent to your child being included in such activities but if for any reason you are uncomfortable about this please come and talk to us about this.

Please tick the boxes if you are happy to consent

Child’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |
| --- | --- | --- |
| I give permission for Preschool staff to take photographs and videos of my child for developmental records and observations | Yes | No |
| I am happy for my child to be in individual and whole class/school portrait photos taken by Tempest Photography. |  |  |

I give permission for visual images of my child to be used for:

|  |  |  |
| --- | --- | --- |
| Printed publications such as newspapers, prospectus etc. | Yes | No |
| Newspaper articles and the Parish Paper | Yes | No |
| Preschool website and Facebook page | Yes | No |
| Notice boards | Yes | No |
| If you have said no to any of the above use of images, are you happy for part of your child’s body to be included in an image – such as back of head? We will ensure your child’s face is not included at all. | Yes | No |

I give permission for my child’s name to be used within:

|  |  |  |
| --- | --- | --- |
| Printed publications such as newspapers, prospectus etc | Yes | No |
| Newspaper articles and the Parish Paper | Yes | No |
| Preschool website and Facebook page | Yes | No |
| Notice boards | Yes | No |

|  |
| --- |
| Comments: |

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Relationship to Child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you change your mind at any time, you can let us know by calling the setting or emailing info@stocklandpreschool.co.uk or just popping in to the pre-school. At this point, and also once your child leaves our setting, we will no longer use or re-use any photographs or recordings, however, historic photos will remain on our website and social media sites. Website and social media platforms can be viewed throughout the world and not just in the UK where the GDPR law applies.

If you have any other questions, please get in touch.

Photographs and videos

To record aspects of our curriculum and for children’s individual development records, staff often take photographs or videos of children during their play. Only equipment supplied by us is used for this purpose and images taken are for your child’s learning records. Images are saved and stored on our equipment securely and only kept for the period your child is with us. If we wish to use any images of your child for publicity or marketing purposes we will seek your written consent. Please refer to our separate data protection consent form. I give permission for my child to be photographed/recorded as per the conditions above.

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Short walks in the local area

Activities in and around our local area are seen very much as important learning or social opportunities for the benefit of your child. As far as possible the school will inform you of such activities so that you are aware of them. However, this form does enable some degree of spontaneity to ensure maximum benefit for your child. Naturally, all regulations i.e., child to adult ratios and relevant safety measures, will be adhered to and fully observed. For trips that are further afield than Stockland village we will send home individual information and permission slips. I give permission for my child to take part in walks in the local community.

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Short trip / general outings

These include but are not limited to farm and school visits with preschool staff. On occasion we organise an offsite outing to a local venue, but for these we ask for parent/s to attend and whom are responsible for their own children for the duration of the visit. I give permission for my child to take part in short trips or general outings. I understand that individual risk assessments are carried out for each type of trip or outing and are available for me to see as required.

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Snack time

As well as a child’s provided snack, preschool offer a selection of vegetables and fruits at snack time for the children to try. This provides a learning opportunity for the children both through conversation and trying new food items. I give permission for my child to join in with shared snack time and have advised the setting of any food allergies and intolerances in the relevant part of this form (which is completed and returned to the setting before the child’s first session).

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E;Safety (staff and children)

There are procedures in place that govern the use of IT equipment on site Where ipads or similar are used by staff to record children’s learning and development or as a management tool, a risk assessment is completed and only equipment owned by Stockland and Yarcombe Preschool is used. Visitors to the setting using IT equipment, such as Ofsted or Social Care, are advised of the procedures for its use and muse seek prior permission from the setting manager. In some instances children will use ICT equipment to promote their learning and development under the supervision of staff. Children do not normally have access to the internet and never have unsupervised access to the internet. I give permission for my child to use ICT equipment for the purposes stated above, I understand that there are procedures and risk assessment in place to govern its use and that staff and visitors may also use ICT equipment to record and monitor children’s learning and development.

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nappy Cream

I give permission for non-medicated nappy cream (supplied by me) to be administered to my child when required in accordance with manufacturer’s instructions. If medicated nappy cream is supplied by me, I give permission for it to be applied as above and to record its use and inform me of when it was administered.

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sun Cream

During warmer months we ask that children arrive at preschool with sun cream already applied, as well as wearing suitable clothing for the weather, including a named sun hat. For children in attendance all day staff will top up sun cream at lunchtime.

Preschool will supply a generic hypoallergenic sunscreen to be used. Do you provide consent for this to be used on your child? Yes □ No □

I give permission for staff to administer hypoallergenic sunscreen either preschool’s generic or as supplied by me (*please delete as appropriate*) to:

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Animals

We may occasionally have supervised visits of animals to our setting or have pets on site. Risk assessments will be carried out for visiting animals and will be made available to parents on request. Please state any known allergies or aversion your child has to animals.

|  |
| --- |
|  |

Name of child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Allergies affecting school activities

 I am happy for my child to occasionally use face paints

 I give permission for my child to take part in food preparation activities.

 My child should not touch/eat the following foods (due to allergies):

|  |
| --- |
|  |

**Previous settings / Additional settings**

If your child has come from a previous setting or will attend more than one setting it is important for your child’s key worker to get in touch with them to discuss any areas of focus or concerns regarding your child’s development. This enables a consistent approach to the support being provided to your child. If your child is in attendance of more than one setting it is the setting where they attend the most hours each week who will complete the 2 year progress check, school transition documents and any referrals to outside services as required.

**I give permission for Stockland and Yarcombe Preschool to contact my child’s previous setting**  Yes □ No □

|  |
| --- |
| Name of previous setting: |
| Child’s Key Person at previous setting: |
| Contact Phone Number: |
| Date of arrival at previous setting \*\*an approximate date would be helpful if the exact date is not known. |
| Reason for leaving, e.g. moved house. |

For those children who will be in attendance of more than one setting:

**I give permission for Stockland and Yarcombe Preschool to contact my child’s other setting** Yes □ No □

|  |
| --- |
| Name of additional setting:  |
| Name of child’s Key Person at additional setting:  |
| Number of hours currently attended each week at additional setting:  |
| Contact Phone Number:   |

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Transfer of records

With your consent we will transfer your child’s records to the receiving school when they leave our setting (or to a new setting if they move before starting school). This will enable the school to continue to effectively manage any special education, health or medical needs as well as continue with supporting your child’s development and assist with a smooth transition to the new setting.

**I give permission for my child’s records to be transferred to their receiving setting / school**

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**About Your Child**

The following information will tell us a little more about your child

|  |
| --- |
| Siblings: Please give details of any other children in your family with their dates of birth. |
| Does your child have difficulty with walking, talking or socialising? If so, please give details: |
| Does your child have any additional needs? Yes □ No □

|  |  |
| --- | --- |
| Please tick if this child has Special Educational Needs (i.e. has a Statement for Special Education Needs or an Education and Health Care Plan (EHCP) or is currently being assessed). □  | 🞎  |

 |
| If yes please provide information: |
| Linked agencies - It is important that all the agencies who are working with a child work together to ensure better outcomes for that child. In order to do that, please identify any other agencies working with your child, for example Social Care (i.e. Social Services)\*, Youth Offending Team, Child and Adolescent Mental Health Services. Please list any agencies below:\* If you indicated above that Social Care (Social Services) are involved in the care of your child, please tick if this child is 'In Care' (sometimes known as being 'Looked After') and state which Local Government Authority is responsible for this child, e.g. Devon, Torbay etc below.Child in care □ Local Authority responsible for child:  |
| Are there any religious or cultural festivals that your child takes part in?  |
| What sort of things does your child enjoy doing at home, such as drawing or cooking? |
| What are your child’s current interests / dislikes? *Such as favourite toys, books, songs or TV shows.* |
| When upset how does your child like to be comforted / is distracted? |
| Do you or your child have any concerns? Are there any ways in which your child might need particular help / support from a member of staff? |
| Does your child wear nappies? If toilet trained, how does your child let you know if they need the toilet? |
| Is there any other background information about your child that may be useful for us to know to help with their transition to preschool? |

**Further Information**

I confirm that information about the setting’s policies and procedures has been made available and explained to me (all available online at [www.stocklandpreschool.co.uk](http://www.stocklandpreschool.co.uk) or a printed copy is available to view at preschool) and I understand I can find more information as to how my personal data is handled through the privacy policy

**Privacy Notice**

I confirm that I have received a copy of the Privacy Notice and give my consent to the processing of special category data.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For parent(s)/carer(s) under the age of 18, a guarantor aged over 18, must also sign this form on your behalf. The agreement would therefore be between the setting, you, and the guarantor.

Please sign below to indicate that the information on this form is accurate and that you will notify us of any changes as they arise.

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Guarantor’s Name (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |
| --- |
| Guarantor’s relationship to the child: |
| Daytime / work number: |
| Mobile: |
| Email: |
| Home Address: |

Key Person’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Setting’s Manager’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Session Request**

|  |
| --- |
| Preferred start date: |
| Please tick the sessions below that you would like your child to attend: |
|  | Mon | Tue | Wed | Thurs | Fri |
| Morning (9:00 – 12:15) |  |  |  |  |  |
| Morning + Lunch(9:00 – 13:15) |  |  |  |  |  |
| All Day (09:00 – 15:15) |  |  |  |  |  |

This application places your child on our waiting list. We will contact you as soon as a suitable place becomes available.

**Please note that completion of this form does not guarantee a place for your child.**

Once your child is offered a place and you accept it, on admission further personal information and family details are required for our records.

Your child’s birth certificate is required at this point with a copy made for our file.

If you do not wish your child to start immediately there is a £50 holding deposit, which will then be refunded on your first invoice.

If you find that you no longer need the place, please inform us as soon as possible. If a holding deposit has been paid this will not be refunded. Should you decide you no longer need the place we will not retain the details on this application form (see our Privacy Notice).

|  |  |  |  |
| --- | --- | --- | --- |
| Signed parent/carer (1): |  | Date: |  |
| Signed parent/carer (2): |  | Date: |  |
| **Please be advised that this application form and offer of a place is subject to our terms and conditions provided to you. By signing this document, you acknowledge that you have read, understood and agree to these terms and conditions.** |

**Care Plan for Intimate Care at Stockland and Yarcombe Preschool**

Child’s name: ……………………………………………… Male / female (please circle)

Child’s date of birth: ……………………………………..

Parent / Carer’s name:

………………………………………………………………………………………………………..

Address:

 …………………………………………………………………………………………………………………………….

Contact number: ………………………………………………………………

|  |
| --- |
| I would like the following to be the approach to my child’s intimate care: |
|  |
| Medical conditions which may affect the intimate care of my child are: |
|  |

**Declaration:**

* *I am aware of the preschool’s approach to intimate care and have discussed the policy with a member of preschool staff.*
* *I give permission to the preschool to provide intimate care to my child e.g. changing, toileting.*

Parent’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Stockland and Yarcombe Preschool’s Privacy Notice**

Stockland and Yarcombe Preschool

Victory Hall

Stockland

Devon, EX14 9EF

01404 881450

info@stocklandpreschool.co.uk

**Introduction**

Personal data is protected in accordance with data protection laws and used in line with your expectations. This privacy notice explains what personal data we collect, why we collect it, how we use it, the control you have over your personal data and the procedures we have in place to protect it.

When we refer to “we”, “us” or “our”, we mean Stockland and Yarcombe Preschool.

**What personal data we collect**

We collect personal data about you and your child to provide care and learning tailored to meet your child’s individual needs. Personal details that we obtain from you includes your child’s: name, date of birth, address, and health, development and any special educational needs information. We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal data that we collect about you includes: your name, home and work address, phone numbers, email address, emergency contact details, and family details.

With your consent we will collect your national Insurance number or unique taxpayer reference (UTR) where necessary if you are self-employed and where you apply for up to 30 hours free childcare and early education. We also collect information regarding benefits and family credits. Please note that if this information is not provided, then we cannot claim funding for your child.

We may collect other data from you when you voluntarily contact us.

Where applicable we will obtain details of your child’s social worker, child protection plans from social care, and health care plans from health professionals and other health agencies.

We may collect this information in a variety of ways. For example, data will be collected from you directly in the registration form; from identity documents; from correspondence with you; or from health and other professionals.

**Why we collect personal data and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare and early education services and to fulfil the contractual arrangement you have entered into. This includes using your data in the following ways:

* to support your child’s wellbeing and development
* to effectively manage any special education, health or medical needs of your child whilst at the setting
* to carry out regular assessment of your child’s progress and to identify any areas of concern
* to maintain relevant contact about your child’s wellbeing and development
* to contact you in the case of an emergency
* to process your claim for free childcare and early education, if applicable
* to enable us to respond to any questions you ask
* to keep you updated about information which forms part of your contract with us
* to notify you of service changes or issues
* to send you our e-newsletter, if you have subscribed to it

**With your consent, we would also like to:**

* record your child’s activities for their individual learning journal on Tapestry (this will often include photographs and videos of children during play)
* sign you up for our free parent e-newsletter which provides resources and useful information for parents
* transfer your child’s records to the receiving school when s/he transfers

You will receive a separate consent form for the use of images of your child to note your wishes. This form is to be completed annually. However, you are able to withdraw your consent at any time, for images being taken of your child and/or for the transfer of records to the receiving school, by confirming so in writing to the setting. You can also unsubscribe from receiving our parent e-newsletter by notifying the setting.

We have a legal obligation to process safeguarding related data about your child should we have concerns about her/his welfare.

**Who we share your data with**

As a registered early years provider in order to deliver childcare and early education services it is necessary for us to share data about you and/or your child with the following categories of recipients:

* Ofsted, when there has been a complaint about the childcare and early education service or during an inspection
* the local authority, if you claim up to 30 hours free child care
* the governments eligibility checker as above, if applicable
* our insurance underwriter, where applicable
* an email newsletter service, where you have given consent to receive our e-newsletter

**We will also share your data:**

* if we are legally required to do so, for example, by a law enforcement agency, court
* to enforce or apply the terms and conditions of your contract with us
* to protect your child and other children; for example, by sharing information with medical services, social services or the police
* if it is necessary to protect our rights, property or safety or to protect the rights, property or safety of others
* with the school that your child will be attending, when s/he transfers, if applicable
* if we transfer the management of the setting out or take over any other organisation or part of it, in which case we may disclose your personal data to the prospective seller or buyer so that they may continue using it in the same way

Our nursery management and communication software provider may be able to access your personal data when carrying out maintenance task and software updates on our behalf. However, we have a written agreement in place which place this company under a duty of confidentiality.   We will never share your data with any organisation to use for their own purposes.

**How do we protect your data?**

We take the security of your personal data seriously. We have internal policies and strict controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed and to prevent unauthorised access.

Where we engage third parties to process personal data on our behalf, they are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

**Where do we store your data?**

All data you provide to us is stored on secure computers or servers located within the UK or European Economic Area. We may also store paper records in a locked cupboard.

Our third party data processors will also store your data on secure servers which may be situated inside or outside the European Economic Area. They may also store data in paper files.

**How long do we retain your data?**

We retain your data in line with our retention policy a summary is below:

* You and your child’s data, including registers are retained 3 years after your child no longer uses the setting, or until our next Ofsted inspection after your child leaves our setting.
* Medication records and accident records are kept for longer according to legal requirements.
* Learning journeys are maintained by the setting and available at your request when your child leaves. Records are kept and archived in line with our data retention policy.
* In some cases (child protection or other support service referrals), we may need to keep your data longer, only if it is necessary in order to comply with legal requirements. We will only keep your data for as long as is necessary to fulfil the purposes it was collected for and in line with data protection laws.

**Your rights with respect to your data**

As a data subject, you have a number of rights. You can:

* request to access, amend or correct the personal data we hold about you and/or your child
* request that we delete or stop processing your and/or your child’s personal data, for example where the data is no longer necessary for the purposes of processing or where you wish to withdraw consent
* request that we transfer your and your child’s personal data to another person

If you wish to exercise any of these rights at any time please contact the manager at the setting by email, telephone or when you attend the setting.

**How to ask questions about this notice**

If you have any questions, comments or concerns about any aspect of this notice or how we handle your data please contact the manager at the setting.

**How to contact the Information Commissioner Office (ICO)**

If the manager is not able to address your concern, please contact Haley Powell-Borge (Committee Chair)

If you are concerned about the way your data is handled and remain dissatisfied after raising your concern, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or https://ico.org.uk/.

**Changes to this notice**

We keep this notice under regular review. Any changes to this notice will be shared with you so that you may be aware of how we use your data at all times.

**General principles**

What is parental responsibility?

Parental responsibility means assuming all the rights, duties, powers, responsibilities and authority that a parent of a child has by law. A person with parental responsibility for a child has the right to make important decisions about their upbringing, for example,

* where they live
* what medical treatment the child should receive
* what education they receive, including which school they should attend

Who has parental responsibility?

Mothers and married fathers automatically have parental responsibility and will not lose it if they later get divorced. Unmarried fathers do not automatically have parental responsibility. An unmarried father can get parental responsibility by:

* jointly registering the birth of the child with the mother (from 1 December 2003)
* getting a parental responsibility agreement with the mother
* getting a parental responsibility order from a court

People other than a child's natural parents can acquire parental responsibility through;

* Being granted a residence order or a child arrangement order (from 2014)
* Being appointed a guardian (by a court or by the mother or other guardian)
* Being named in an emergency protection order (although parental responsibility in such a case is limited to taking reasonable steps to safeguard or promote the child's welfare)
* Adopting a child

In addition, a Local Authority can acquire parental responsibility if it is named in the care order for a child

For further information please see: https://www.gov.uk/parental-rights-responsibilities/who-has-parental-responsibility

Everyone who is a parent, whether they are a resident or non-resident parent, has the same right to participate in decisions about a child's education and receive information about the child.

Staff must treat all parents equally, unless there is a court order limiting an individual's exercise of parental responsibility. Individuals who have parental responsibility for, or care of, a child have the same rights as natural parents, for example:

To receive information e.g. child’s reports

To participate in activities e.g. vote in elections for parent governors

To be asked to give consent e.g. to the child taking part in school trips

To be informed about meetings involving the child.

**Please note that the information on this form is stored and maintained confidentially at all times.**

**For information regarding our compliance with GDPR please see our Data Protection Information Policy and Privacy Notice which can be found on our school website.**