



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

Basic details			
Name of child		Date of birth	
Name known as		Gender	Male/Female
	Adult 1	Adult 2	
Name of parent(s) /main carer with whom the child lives			
Name of parent if living at a different address than their child (Fill in adult 2 section please)			
Does this parent have parental responsibility?	Yes/No	Yes/No	
Home Address			
Post code			
Home contact no.			
Mobile contact no.			
Personal Email Address			
Place of Work			
Work Address			
Work/Daytime Contact Number			



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Does this parent have legal access to the child and is able to collect the child from the setting?	Yes/No	Yes/No
<b>Other people who may collect your child/emergency contacts</b>		
Persons authorised to collect the child (must be over 16 years of age)	Adult 3	Adult 4
Name		
Relationship to child		
Home contact no.		
Mobile contact no.		
Password for collecting child		
I hereby freely opt in to give my consent for the pre-school to process and use my contact details for emergency purposes only. I have read and understood what personal data playgroup collects, why they collect it, how they use it and how they protect it.	<p>Please ensure you have read the Privacy Policy on the back of this registration form BEFORE you sign.</p> <p>Print Name_____</p> <p>Signature_____</p> <p>Date_____</p>	<p>Please ensure you have read the Privacy Policy on the back of this registration form BEFORE you sign.</p> <p>Print Name_____</p> <p>Signature_____</p> <p>Date_____</p>
Other Person (s) with legal contact. To be completed where those persons with parental responsibility are separated and an S8 Order is in place.	<p>Name</p> <p>Address</p> <p>Contact Tel Numbers</p> <p>What are the contact arrangements that we need to be aware of?</p>	Relationship to child



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Personal details of child	
Does your child have previous experience of attending a childcare setting? If so, please specify:	
Does your child have any special dietary needs or preferences?	
How would you describe your child's ethnicity or cultural background?	
What is the main religion in your family?	
Are there any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated while he/she is in our setting?	
What language(s) is/ are spoken at home	
If English is not the main language spoken at home, will this be your child's first experience of being in an English-speaking environment? If so, discuss and agree with the key person how you will support your child when settling-in:	
Does your child have any special needs or disabilities?	
Are any of the following in place for your child?	SEN Support Plan? Yes/No (delete) Education, Health & Care (EHCP) Plan? Yes/No (delete)
What special support will he/she require in our setting?	



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<p>What other information is it important for us to know about your child? For example, what they like, or what fears they may have, any special words they use, or what comforter they may need and when.</p>	
<p>Does your child have any medical conditions that the pre-school needs to be aware of? For example, Asthma or details of any current/ongoing prescribed medication.</p>	
<p>Does your child have any allergies we need to be aware of?</p>	
<p>Are your child's immunisations up to date?</p> <p>5-in-1 Diphtheria, tetanus, whooping cough, polio and Haemophilus influenzae type b (Hib) Pneumococcal (PCV) vaccine Rotavirus vaccine</p> <p>5-in-1 Diphtheria, tetanus, whooping cough, polio and Haemophilus influenzae type b (Hib) Meningitis C Vaccine Rotavirus, second dose</p> <p>5-in-1 Diphtheria, tetanus, whooping cough, polio and Haemophilus influenzae type b (Hib) Pneumococcal (PCV) vaccine, second dose</p> <p>Hib/Men C Booster – Haemophilus</p>	<p>Two Months Old Yes/No</p> <p>Three Months Old Yes/No</p> <p>Four Months Old Yes/No</p> <p>Between 12 and 13 months old</p>



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influenza type b (Hib), forth dose and meningitis C, second dose. MMR Vaccine – mumps, measles & Rubella. Pneumococcal (PCV) vaccine, third dose.	Yes/No
Flu Vaccine	Two to Three Years old                      Yes/No
MMR Vaccine, second dose 4-in-1 pre school booster – diphtheria, tetanus, whooping cough and polio.	Three Years and four months or soon after  Yes/No

### **Medical Details**

Doctors Name:	
Address	
Tel. No.	
Health Visitor Name	
Address	
Tel No.	

<b>Are there any other services involved with the child or family?</b>			
<b>Family Nurse</b>	Yes	No	Date Involvement commenced
Name			
Contact Information and Telephone Number			
<b>Social Worker</b>	Yes	No	Date Involvement commenced
Name			
Contact Information and Telephone Number			
<b>What is the reason for the</b>			



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<b>involvement of the social care department with your family?</b>			
<b>Speech and Language</b>	Yes	No	Date Involvement commenced
Name			
Contact Information and Telephone Number			

<b>Any Other Service</b>	Date Involvement Commenced	
Main Service Provided		
Main Contact Name		
Contact Information and Telephone Number		

**NB If the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social care worker named above and keep these securely in the child's file**



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

Please state the year you would like your child to start playgroup

**September 20\_\_**

Please indicate with a ✓ the sessions you would like your child to attend.

8.30, 8.45 starts and 3.30 finishes only if viable, i.e., enough children require this.

	Monday	Tuesday	Wednesday	Thursday	Friday
Morning Session 8.45am-11.30am					
Morning session 9.00am-11.30am					
Morning session with lunch 8.45am-12.30pm					
Morning session with lunch 9.00am-12.30pm					
Afternoon session 12.30pm-3.00pm					
Afternoon session 12.30pm-3.30pm					
Full day session 8.45am-3.00pm					
Full day session 9.00am-3.00pm					
Full Day 8.45am-3.30pm					
Full Day 9.00am-3.30pm					
Comments					

*Please note that fees are payable monthly in advance and that a terms notice must be given in writing to change or reduce sessions.*

(You have the option of bringing in a packed lunch or ordering a hot meal, which is delivered to us from Stanwix School.)

The cost of the lunch is £2.25 and is paid directly to Stanwix School via the school website.

(Stanwix Community Pre-school Cost per hour = £4.25)

There are several factors that we must make you aware of before you decide upon your sessions.

As part of the free 15 hours entitlement, you are NOT allowed to:

- Do more than 10 hours in one day
- Use less than 2.5 hours in one day

We do not admit a child for less than two sessions which must be taken over two days.



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

### Parental Consents

#### Medical Treatment

I hereby give consent for the staff of Stanwix Community Pre-School to administer first aid to \_\_\_\_\_ (name of child) in the event of an emergency and understand that every effort will be made to contact me immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied a senior play leader for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

I hereby give consent for the staff of Stanwix Community Pre-school to apply a plaster to \_\_\_\_\_ (name of child), if required and to the best of my knowledge I am unaware of any allergic reaction.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

I hereby give my consent for the staff of Stanwix Community Pre-school to administer prescribed medication to \_\_\_\_\_ (name of child) and understand I will be required to complete a separate medical form.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

I hereby give my consent for the staff of Stanwix Community Pre-School to apply sun cream factor 30+ when necessary and understand that it is my responsibility to provide appropriate clothing during the summer months.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

I hereby give my consent for the staff of Stanwix Community Pre-School to paint \_\_\_\_\_ (name of child) face. To the best of my knowledge I am unaware of any allergic reaction to face paints.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_





## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

I hereby give my consent for the staff of Stanwix Community Pre-School to take \_\_\_\_\_ (name of child) on short trips and general local outings to places such as the church grounds, the Glebe or Sainsbury's. I understand that individual risk assessments are carried out for each type of outing and are available for me to see as required. For any planned outings, I understand I will be informed and my specific consent obtained.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

I hereby give my consent for the staff at Stanwix Community Pre-School to take observations of \_\_\_\_\_ (name of child) which includes photos and videos which may be displayed in the setting as part of a wall display. I understand that if they require any image of my child for publicity, I will be informed and my specific consent obtained.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

I hereby give my consent for the staff of Stanwix Community Pre-School to view my child's birth certificate as proof of \_\_\_\_\_ (name of child) age, as required when claiming funding the term after their 3<sup>rd</sup> birthday.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

I hereby give my consent for the staff at Stanwix Community Pre-School to share information regarding \_\_\_\_\_ (name of child) stage of development with their allocated school place prior to their start in September.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

I hereby give my consent for Stanwix Community Pre-School to share information regarding \_\_\_\_\_ (name of child) stage of development with any other setting they regularly attend.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_



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I hereby give my consent for Stanwix Community Pre-School to allow \_\_\_\_\_ (name of child) access the playgroup's computer and the internet facilities, with supervision from playgroup practitioners. I understand that all internet sites (CBeebies) and games will be suitable for the age range of the children in the room and that parental controls are in place.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

I hereby confirm that I have been provided with details of Stanwix Community Pre-School's policies and procedures. I understand the Information Sharing Policy and I understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

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

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Signature \_\_\_\_\_

Name of Manager (Print Name) \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM Equalities Monitoring Form

Ethnicity – Gathered for monitoring purposes only. Parents are not obliged to complete this data.

White British	
White Irish	
White Other	

Black British	
Black African	
Black Caribbean	
Black Other	

Indian	
Pakistani	
Bangladeshi	
Asian Other	

White and Black Caribbean	
White and Black African	
White and Black Asian	

Chinese	
Chinese Other	

Other, please state \_\_\_\_\_

A child’s learning difficulties and disabilities status should be recorded according to the following categories:

No special educational need	
SEN action plan	
Education, Health and Care Plan	

Providers should refer to the SEND Code of Practice for the Early Years (2014) for an explanation of the terms above.



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

# Early Years Pupil Premium

If you or your child meets any of the following criteria your childcare provider may be entitled to claim extra funding to support your child's learning and development. The information you provide will be handled confidentially and will only be used to check your eligibility.

## Child and family eligibility criteria

Please tick if you meet any of the following criteria:

the family gets one of the following:

- Income-based Jobseeker Allowance
- Income-related Income support
- Employment and Support Allowance
- Support under part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit (provided they're not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- \*Working Tax Credit run-on, which is paid for 4 weeks after they stop qualifying for Working Tax Credit
- Universal Credit (where net income threshold is up to £7,400 per annum)

\*If the family is in receipt of Working Tax Credit for more than the 4 weeks 'run-on', then the family do not meet the qualifying criteria

Your child has been looked after by a local authority for one day or more

Your child has been adopted from care

Your child has left care under a special guardianship order or residence order

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**Please ask a member of staff for an application form if you meet any of the above criteria.**

<b>Office Use Only</b>			
<b>Date Received</b>		<b>Sessions Offered</b>	
<b>Birth Certificate seen and verified</b>		<b>Superfox Completed</b>	



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

### Please retain these policy sheets for your information

#### Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## 10.2 Admissions

### Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

### Procedures

- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
  - We arrange our waiting list by ensuring the children who are already in the setting and remaining with us for the new autumn term will be allocated spaces first.
- In addition, our policy may take in to account:
  - the age of the child, with priority given to children who are eligible for the free entitlement (Pre-school Children)
  - We accept children from the age 2 years and 6 months, dependent upon the availability of space and readiness\* of the individual child.
  - We only accept 2-year-old funded children in exceptional circumstances at the discretion of the Managers. This is subject to a face to face visit by parents/carers and the child, to discuss in detail our routine and procedures of Stanwix Community Pre-School. The Managers will take in to account, if it is in the best interests and the readiness\* of the individual child to attend the setting. This is subject to the full approval of the committee. These spaces may be limited to ensure the child to adult ratios are maintained.
  - the length of time on the waiting list;
  - the vicinity of the home to the setting;
  - whether any siblings already attend the setting; and
  - the capacity of the setting to meet the individual needs of the child.
- We offer funded places in accordance with our Local Authority and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.

*\*definition of readiness, please see overleaf*



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- We do not admit a child for less than 2 sessions which must be taken over 2 days as this is not financially viable.
- The maximum number of children we enrol at any one time is 40, with the exception of an emergency admission.

### \*Readiness

1. *The state of being fully prepared for something.*
2. *Willingness to do something*

Most settings will start accepting children at around age 2 ½ and in certain cases accept children from the age of 2 but that doesn't mean your child is magically ready for pre-school when he/she reaches that age.

Readiness for pre-school has more to do with where your child is developmentally. Is he/she socially, emotionally, physically, and cognitively ready to participate in a daily routine with a group of other children?

Has your child spent time away from you?

Starting a setting is a huge step for any child but particularly if your child is very young and has never spent any time away from you. If you have spent every day with them, the child can often find it distressing when left in an unfamiliar environment with unfamiliar adults and without you.

In preparation we recommend that you attend various mother and toddler groups and other child group activities. It may be advisable to try leaving your child with a family member to help reduce the child's anxiety at being left without you. Once the child realises you are coming back, they will find it easier. We do not believe that leaving a child to cry continuously will help them settle any quicker and in very young children, it can be hard to settle them, as they may struggle to understand when you are coming back and quite often continue to become more and more distressed. We believe that a child's distress will prevent them from learning and gaining the best from the setting. It also can unsettle and upset the other children.

As our pre-school is an open plan lay out, it may be unsuitable for some very young 2-year olds with regards to their own health and safety. Children who place objects in their mouths, are unsteady on their feet, climb upon tables, stand on chairs, appear to have no sense of danger, all of which would require one to one with an adult.

We could remove objects and implement safety devices in to the environment, however this will impact on the learning and development of the majority of the other children in the setting. Although we do have a wide selection of resources for two-year olds, unfortunately we are unable to provide an area specifically for them. Therefore, we do not have cots and pushchairs for nap time, highchairs for snack time or any bottle preparation facilities as you would find in a baby room of a nursery.



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- Stanwix Community Pre-School aims to support the childcare needs of its staff where possible, therefore the staff of the playgroup whose children are over two years and 6 months may enrol them as long as this does not interfere with the effectiveness of the member of staff during these sessions.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

### PLEASE NOTE

- Attendance of sessions which add to any build-up of debt will be temporary suspended. For those accessing the free entitlement they will only be able to use their 15 hours, anything above this will be suspended.

### Oversubscription criteria

Should we be oversubscribed our policy may take in to account the following:

- To accommodate an emergency admission (CLA – Looked after Child)
- Preschool children who are able to start with us in the Autumn term
- Children who live in the Stanwix School catchment area

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

### **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## **10.1b GDPR - General Data Protection Regulations (Privacy notice)**

### **Stanwix Community Pre-School's Privacy Notice**

Stanwix Community Pre-School, Church Street, Carlisle, Cumbria, CA3 9DJ

Tel: 01228 512630

Email Address: stanwixplaygroup@btinternet.com

### **Introduction**

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with new GDPR (General Data Protection Regulation) and is used in line with your expectations. This is a new EU law which comes into effect on 25<sup>th</sup> May 2018. This will replace the current Data Protection Act 1998.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

### **What personal data do we collect?**

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, address, ethnicity, language, nationality, health and medical needs, development needs, any special educational needs and assessment information.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.





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Personal details that we collect about you include:

- your name, home and work address, phone numbers, emergency contact details, and family details.

This information will be collected from you directly in the registration form.

If you apply for up to 30 hours free childcare, we will also collect:

- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of.

### **Why we collect this information and the legal basis for handling your data**

We use personal data about you and your child in order to provide childcare services and fulfil the contractual arrangement you have entered into and comply with the law regarding data sharing. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record. This may include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images taken by confirming so in writing.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. We also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

### **The lawful basis on which we use this information**

We collect and use children's information under

- GDPR Article 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject (see Applicable Legislation below) and
- GDPR Article 6 (1)(e) processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller



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**Applicable Legislation:** Education Act 1996: Regulation 4 of the Education (Information about individual pupils) (England) Regulations 2013; Section 3 of The Education (Information About Individual pupils) (England) Regulations 2013. Childcare Act 2006 and Childcare Act 2016.

### Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about our service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- 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 social care or the police;
- it is necessary to protect our rights, property or safety
- We transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer so they may continue the service in the same way.

### The National Pupil Database (NPD)

The NPD is owned and managed by the Department for Education. We are required by law, to provide information about our children to the DfE as part of statutory data collections such as the early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

We will never share your data with any other organisation to use for their own purposes. The Department has robust processes in place to ensure confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third



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parties are subject to a strict approval process. To be granted access to pupil information, organisations must comply with strict terms and conditions confidentiality and handling of the data, security arrangements and retention and use of the data. For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact DfE: <https://www.gov.uk/contact-dfe>

### **How do we protect your data?**

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

All children's data is kept in the office in a locked filing cabinet.

The laptop located in the office, which has children's and adult's data is password protected, up to date firewalls and anti-virus protection installed. The IPAD used for children's observations also is password protected and locked in the filing cabinet overnight. All irrelevant paperwork is shredded.

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

We retain your child's personal data for up to 3 years after your child no longer uses our 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. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

### **Automated decision-making**

We do not make any decisions about your child based solely on automated decision-making.

### **Your rights with respect to your data**

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, 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 [ico.org.uk/](http://ico.org.uk/)

### **Changes to this notice**

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



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

### **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

### **10.10 Information sharing**

*‘Sharing information is an intrinsic part of any frontline practitioners’ job when working with children and young people. The decisions about how much information to share, with whom and when, can have a profound impact on individuals’ lives. It could ensure that an individual receives the right services at the right time and prevent a need from becoming more acute and difficult to meet. At the other end of the spectrum it could be the difference between life and death.’*

*Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)*

#### **Policy statement**

We recognise that parents have a right to know that the information they share with us will be regarded as confidential, as well as to be informed about the circumstances when, and the reasons why, we are obliged to share information.

We record and share information about children and their families (data subjects) in line with the six principles of the General Data Protection Regulations (GDPR) (2018) which are further explained in my Privacy Notice that is given to parents at the point of registration. The six principles state that personal data must be:

1. Processed fairly, lawfully and in a transparent manner in relation to the data subject.
2. Collected for specified, explicit and legitimate purposes and not further processed for other purposes incompatible with those purposes.
3. Adequate, relevant and limited to what is necessary in relation to the purposes for which data is processed.
4. Accurate and where necessary, kept up to date.
5. Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the data is processed.



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

6. Processed in a way that ensures appropriate security of the persona data including protection against accidental loss, destruction or damage, using appropriate technical or organisational measures

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, if it is in the public interest. That is when:

- it is to prevent a crime from being committed or to intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

The responsibility for decision-making should not rely solely on an individual, but should have the back-up of the management team. The management team provide clear guidance, policy and procedures to ensure all staff and volunteers understand their information sharing responsibilities and are able to respond in a timely, appropriate way to any safeguarding concerns.

The three critical criteria are:

- Where there is evidence that the child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm.
- To prevent significant harm arising to children and young people or adults, including the prevention, detection and prosecution of serious crime.

### Procedures

Our procedure is based on the GDPR principles as listed above and the seven golden rules for sharing information in the Information sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers. We also follow the guidance on information sharing from the Local Safeguarding Children Board.

1. *Remember that the General Data Protection Regulations 2018 and human rights law are not barriers to justified information sharing as per the Children Act 1989, but provide a framework to ensure that personal information about living individuals is shared appropriately.*

- Our policy and procedures on Information Sharing provide guidance to appropriate sharing of information both within the setting, as well as] with external agencies.



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- 2. Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their consent, unless it is unsafe or if I have a legal obligation to do so. A Privacy Notice is given to parents at the point of registration to explain this further.*

In our setting we ensure parents:

- Receive a copy of our Privacy Notice and information about our Information Sharing Policy when starting their child in the setting and that they sign our Registration Form to say that they understand the circumstances in which information may be shared without their consent. This will only be when it is a matter of safeguarding a child or vulnerable adult;
  - have information about our Safeguarding Children and Child Protection Policy; and
  - have information about the other circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.
- 3. Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.*
    - Our staff discuss concerns about a child routinely in supervision and any actions are recorded in the child's file.
    - Our Safeguarding Children and Child Protection Policy sets out the duty of all members of our staff to refer concerns to our manager or deputy, as designated person, who will contact children's social care for advice where they have doubts or are unsure.
    - Our managers seek advice if they need to share information without consent to disclose.
  - 4. Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. You may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk. You will need to base your judgement on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.*
    - We base decisions to share information without consent on judgements about the facts of the case and whether there is a legal obligation.
    - Our guidelines for consent are part of this procedure.
    - Our manager is conversant with this and she is able to advise staff accordingly.



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

5. *Consider safety and well-being: Base your information sharing decisions on considerations of the safety and well-being of the individual and others who may be affected by their actions.*

In our setting we:

- record concerns and discuss these with our designated person and/or designated officer from the management team for child protection matters;
- record decisions made and the reasons why information will be shared and to whom; and
- follow the procedures for reporting concerns and record keeping as set out in our Safeguarding Children and Child Protection Policy.

6. *Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely.*

- Our Safeguarding Children and Child Protection Policy and Children's Records Policy set out how and where information should be recorded and what information should be shared with another agency when making a referral.

7. *Keep a record of your decision and the reasons for it – whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose.*

- Where information is shared, we record the reasons for doing so in the child's file; where it is decided that information is not to be shared that is recorded too.

### *Consent*

When parents choose our setting for their child, they will share information about themselves and their families. This information is regarded as confidential. Parents have a right to be informed that we will seek their consent to share information in most cases, as well as the kinds of circumstances when [we may not seek their consent, or may override their refusal to give consent. We inform them as follows:

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- We may cover this verbally when the child starts or include this in our prospectus.
- Parents sign our Registration Form at registration to confirm that they understand this.





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- We ask parents to give written consent to share information about any additional needs their child may have, or to pass on child development summaries to the next provider/school.
- We give parents copies of the forms they sign.
- We consider the following questions when we assess the need to share:
  - Is there a legitimate purpose to us sharing the information?
  - Does the information enable the person to be identified?
  - Is the information confidential?
  - If the information is confidential, do we have consent to share?
  - Is there a statutory duty or court order requiring us to share the information?
  - If consent is refused, or there are good reasons for us not to seek consent, is there sufficient public interest for us to share information?
  - If the decision is to share, are we sharing the right information in the right way?
  - Have we properly recorded our decision?
- Consent must be freely given and *informed* - that is the person giving consent needs to understand why information will be shared, what will be shared, who will see information, the purpose of sharing it and the implications for them of sharing that information as detailed in the Privacy Notice.
- Consent may be *explicit*, verbally but preferably in writing, or *implicit*, implied if the context is such that sharing information is an intrinsic part of our service or it has been explained and agreed at the outset.
- Consent can be withdrawn at any time.
- We explain our Information Sharing Policy to parents.

### *Separated parents*

- Consent to share need only be sought from one parent. Where parents are separated, this would normally be the parent with whom the child resides. Where there is a dispute, we will consider this carefully.
- Where the child is looked after, we may also need to consult the Local Authority, as 'corporate parent' before information is shared.

All the undertakings above are subject to our paramount commitment, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection Policy.

### **Legal framework**

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act (1998)



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

### Further guidance

- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)
- What to do if you're worried a child is being abused: Advice for practitioners (HM Government 2015)
- Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children (HM Government 2015)

This policy was adopted by \_\_\_\_\_ *(name of provider)*

On \_\_\_\_\_ *(date)*

Date to be reviewed \_\_\_\_\_ *(date)*

Signed on behalf of the provider \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory (e.g. chair, director or owner) \_\_\_\_\_



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM Parental Consent for Data collection

In line with the New GDPR (General Data Protection Regulations) we have updated our Privacy policy. Please read, sign and return to the Pre-school as soon as possible.

If you require any further information, please do not hesitate to speak to a member of staff.

### Adult One

### Adult Two

I have read and understood what personal data the Pre-School collects and actively opt in to provide playgroup with the necessary details.	Print Name _____ Signature _____ Date _____	Print Name _____ Signature _____ Date _____
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I have read and understood why the Pre-school collects my data and actively opt in to allow playgroup to collect the necessary details.	Print Name _____ Signature _____ Date _____	Print Name _____ Signature _____ Date _____
---	---	---

I have read and understood who Pre-school shares my data with, including external agencies e.g., any special needs my child may have or the transition to school. I actively opt in to allow playgroup to share the relevant details.	Print Name _____ Signature _____ Date _____	Print Name _____ Signature _____ Date _____
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I have read and understood how the Pre-school protects my personal data and how long they retain my data. I actively opt in to allow playgroup to store these details safely and securely on the premises.	Print Name _____ Signature _____ Date _____	Print Name _____ Signature _____ Date _____
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## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

I have read and understood that I can access, amend or correct my child's personal data, request that the Pre-school delete or stop processing my child's personal data and request that we may transfer my child's personal data to another person. I actively opt in to allow the Pre-school to make these amendments.	Print Name_____	Print Name_____
	Signature_____	Signature_____
	Date_____	Date_____

I have read and understood the circumstances in which information may be shared without my consent. This will only be when it is a matter of safeguarding a child. I actively opt in to allow the Pre-school to share this information in the event of a safeguarding concern.	Print Name_____	Print Name_____
	Signature_____	Signature_____
	Date_____	Date_____

I have read and understood that I may withdraw my consent at any time.	Print Name_____	Print Name_____
	Signature_____	Signature_____
	Date_____	Date_____

I hereby confirm that the parents/carers have read, understood and signed all the above information.	Manager's Name_____
	Signature_____
	Date_____



# STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

## Parent declaration form for free entitlement

You need to agree and complete this declaration form with each setting your child attends for their free entitlement of 15 or 30 hours per week in order to ensure that funding is paid fairly between them.

Your child can attend a maximum of two sites in a single day and if your child attends more than 1 setting we will split the funding fairly between the settings.

### 1. Child's details

<b>Child's Legal Family Name:</b>		<b>Child's Legal Forename(s):</b>	
<b>Name by which the child is known (if different from above):</b>			
<b>Date of Birth:</b>		<b>Male/Female:</b>	
<b>Address:</b>			
<b>Post Code:</b>			
<b>Specify document seen as proof of DoB (eg Birth Certificate, Passport):</b>			
<b>Document recorded by (name of staff member):</b>			
<b>Date document recorded (dd/mm/yyyy):</b>			

### 2. Setting and attendance details

My child is attending the following settings:

Setting Name(s)	Please enter total free entitlement hours attended per day					Total number of hours per week	Number of weeks per year (e.g 38, 45, 51)
	Mon	Tue	Wed	Thur	Fri		
A							
B							
C							
D							



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

Total Daily Free Hours Attended								
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### 3. Additional details for children claiming 30 hours free childcare

Parent/Carer National Insurance Number										
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30 hours eligibility code:										
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### 4. Early Years Pupil Premium (EYPP) Registration Form

The Early Years Pupil Premium (EYPP) is an additional sum of money paid to childcare providers for children of families in receipt of certain benefits (please see web address in footnote). This funding will be used to enhance the quality of their early years' experience by improving the teaching and learning and facilities and resources, with the aim of impacting positively on your child's progress and development. For more information please speak to your childcare provider. (See Page 11 of Registration Form)

If you believe that your child may qualify for the EYPP please provide the following information for the **main benefit holder** to enable the local authority to confirm eligibility:

Parent/carer Forename	
Parent/carer surname	
Parent/Carer Date of Birth	
Parent/carer National Insurance Number/ NASS Number	
Parent Carer Signature	



## STANWIX COMMUNITY PRE-SCHOOL REGISTRATION FORM

### Parental declaration

- I confirm that I have parental responsibility for this child and the information given is correct.
- I understand that if I have given false information, any place offered may be withdrawn.
- I agree to checks being carried out to verify accuracy and eligibility (in relation to 30 hours)
- I understand I cannot change providers during term time without express permission of the providers (s) and the Local Authority. Contractual notice periods specified by the provider will be complied with, unless exceptional circumstances can be demonstrated
- I understand that I need to notify the nursery of any change in my circumstances which occur after I have completed this form (including change of address).

Full name of parent/carer signing the form (please print)	
Signed	
Date	