

# COMMUNITY KIDS PRE-SCHOOL & AFTER SCHOOL CLUB

Tolbury Mill Hall, Higher Backway, Bruton, Somerset,  
BA10 0DP

Tel: 01749 813933 Mobile: 07596 766869

www.communitykidsbruton.co.uk



## Pre School Registration Form

Any information contained within this form will be treated in the strictest confidence according to the Data Protection Act 2018. Please inform the manager of any changes.

### Child's details

Start date \_\_\_\_\_

Child's first name(s)

Surname

Name known by

Child's full address

Gender

Date of birth

Birth certificate seen and copy made Yes  No

### Family details

Who does the child live with?

Contact details 1 (including emergency information):

Parent/carer full name

Relationship to child

Daytime/work

telephone

Mobil

e

Email

Home address

Work address

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Does this parent have parental responsibility for the child? Yes  No

Parent NI number \_\_\_\_\_ (for funding purposes only)

Contact details 2 (including emergency information):

Parent/carer full name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Daytime/work telephone \_\_\_\_\_ Mobil e \_\_\_\_\_

Email \_\_\_\_\_

Home address \_\_\_\_\_

Work address \_\_\_\_\_

Does this parent have parental responsibility for the child? Yes  No

Parent NI number \_\_\_\_\_ (for funding purposes only)

Contact details 3 (including emergency information):

Parent/carer full name \_\_\_\_\_

Relationship to child \_\_\_\_\_

Daytime/work telephone \_\_\_\_\_ Mobil e \_\_\_\_\_

Email \_\_\_\_\_

Home address \_\_\_\_\_

Work address \_\_\_\_\_

Does this parent have parental responsibility for the child? Yes  No

Parent NI number \_\_\_\_\_ (for funding purposes only)

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**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 telephone numbers

Relationship to child

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

**Ethnicity data** *gathered for monitoring purposes only. Parents are not obliged to give this information.*

Ethnic origin is classified as special category of data under data protection legislation and we require your consent in order to process and store this information. The Privacy policy explains how the data provided in this form will be processed and explains your rights with respect to the information given.

**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

White British

Pakistani

White Irish

Indian

White other

Asian other

Black British

Chinese

Black African

Chinese other

Black Caribbean

White and Black Caribbean

Black Other

White and Black African

Bangladeshi

White and Black Asian

Other please

state

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**Collection permission authorisation** (other than parents) *Please note that if the authorised person is not the person indicated on the daily signing in/out sheet, we will check before releasing the child. Only those over the age of 16 years can be named as authorised persons.*

**Authorised Person 1** (parent/carer) - Name

Relationship to child

Full address

Daytime/work telephone

Home telephone

Mobile

**Authorised person 2** (other family member) - Name

Relationship to child

Full address

Daytime/work telephone

Home telephone

Mobile

**Authorised person 3** (other family member)- Name

Relationship to child

Full address

Daytime/work telephone

Home telephone

Mobile

**Password for the collection of child by authorised persons**

**No Access - Name**

Full address

Relationship to the child

Reason: e.g. court order or other?

Evidence seen Yes  No

Copy provided Yes  No

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### **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.*

Contact 1 - Name

\_\_\_\_\_

Relationship to  
child

\_\_\_\_\_

Address

\_\_\_\_\_

Daytime/work  
telephone

\_\_\_\_\_

Home telephone

Mobile

\_\_\_\_\_

Contact 2 - Name

\_\_\_\_\_

Relationship to  
child

\_\_\_\_\_

Address

\_\_\_\_\_

Daytime/work  
telephone

\_\_\_\_\_

Home telephone

Mobile

\_\_\_\_\_

### **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 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.

Signed

Date

\_\_\_\_\_

Name

\_\_\_\_\_

**For inhalers/auto-injectors (e.g. Epipens) only**

I give permission for a named member of staff who has been trained to administer the inhaler/Epipen or

Anapen (supplied by me) to \_\_\_\_\_ (name of child).

Signed \_\_\_\_\_

Date \_\_\_\_\_

Printed name \_\_\_\_\_

**Medical details**

Has your child received the following immunisations, this enables us to effectively manage any special education, health or medical needs of your child (please confirm and date);

**Two months** 5-in-1 (DTaP/IPV/Hib) vaccine – diphtheria, Yes  No  Date:

tetanus,

whooping cough (pertussis), polio and

Haemophilus

influenzae type b (known as Hib); Pneumococcal (PCV)

vaccine; Rotavirus vaccine; Men B vaccine

**Three months** 5-in-1 (DTaP/IPV/Hib) vaccine, second dose; Men Yes  No  Date:

C

vaccine; Rotavirus vaccine, second dose

**Four months** 5-in-1 (DTaP/IPV/Hib) vaccine, third dose; Yes  No  Date:

Pneumococcal (PCV) vaccine, second dose; Men B

vaccine second dose

**12 to 13 months** Hib/Men C booster, given as a single jab Yes  No  Date:

containing

meningitis C (second dose) and Hib (fourth dose);

Measles,

mumps and rubella (MMR) vaccine, given as a single

jab; Pneumococcal (PCV) vaccine, third dose; Men B

vaccine third dose

**Eligible pediatric age groups** Children's flu vaccine (annual) Yes  No  Date:

**Three years and four months to five years** Measles, mumps and rubella (MMR) vaccine, second dose; 4-in-1 (DTaP/IPV) pre-school booster, diphtheria, tetanus, whooping cough (pertussis) and polio Yes  No  Date:

*For internal use:* Has the child's health record book been seen to confirm immunisation dates? Yes  No

### **Health and development**

Was your child born prematurely, if so how many weeks early?

Special notes:

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Does your child have any on-going medical conditions? If so, please specify:

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If yes, please specify which external agencies are involved e.g. paediatrician, consultant, dietician, speech and language therapist, etc:

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Does your child require a health care plan? Yes  No

Special notes

*If yes, complete health care plan with parents.*

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

Special notes:

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Do you have any concerns about your child's learning and development? Yes  No

If yes, special notes:

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Is your child known to have any allergies or food intolerances? If so, please specify:

Special notes:

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*A risk assessment is completed and kept on the child's file for any known allergies or food intolerance as mentioned above.*

What are your child's dietary requirements? Please specify:

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Does your child drink cows milk?

Yes  No

Is our usual practice to provide both a meat and vegetarian option. If this is not in keeping with your child's dietary requirements please discuss this with the setting manager to ensure that we are working in partnership with you to meet your child's needs. Please refer to our nutrition procedures.



**Details of professionals involved with your child**

GP

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

*Health Visitor (if applicable)*

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

*Social Care Worker (if applicable)*

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Special notes \_\_\_\_\_

*Dentist (if applicable)*

Name \_\_\_\_\_ Telephone \_\_\_\_\_

Address \_\_\_\_\_

*Any other professional who has regular contact with the child*

Name \_\_\_\_\_ Role \_\_\_\_\_

Agency \_\_\_\_\_ 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. Please note that where a local authority has arrangements in place we complete an integrated check with you and your child's health visitor.

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

Setting completing  
check

Date  
completed

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### **Parental permissions**

#### **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 the Community Kids is used. Visitors to the setting using IT equipment, such as Ofsted or Social Care, are advised of the procedure for its use and must 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.**

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. (*Medication Administration Record*)

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

#### **Paracetamol or Ibuprofen based medicine (e.g. Calpol or Nurofen for babies under two years old only)**

I give permission for staff to administer paracetamol or ibuprofen based products to my child in the case of a very high temperature (38 +) and on the understanding that I will be making arrangements for my child to be collected as soon as possible in accordance with the setting's policies and procedures.

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Sun cream**

I give permission for staff to administer hypoallergenic sun cream (**supplied by me**) to

\_\_\_\_\_ (name of child) when necessary.

Signed \_\_\_\_\_

Date \_\_\_\_\_

I give permission for staff to administer hypoallergenic sun cream (**supplied by Community Kids**) to

\_\_\_\_\_ (name of child) when necessary.

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Short trip - general outings**

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 \_\_\_\_\_

**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 display and 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.

I give permission for my child to be photographed/recorded as per the conditions above.

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

Signed \_\_\_\_\_

Date \_\_\_\_\_

**Social media**

Community kids have a Facebook group which we post pictures of the fun we are having as an update for parents. Only parents with children attending are accepted in to the group.

I give permission for my child's photo to be uploaded to the Community Kids Facebook page

Name of child:

\_\_\_\_\_

Signed

Date

\_\_\_\_\_

**Social media advertising and marketing**

We occasionally post in the local Bruton pages for advertising and marketing purposes, These photos will be viewed by the wider public.

I give permission for my child's photo to be uploaded to local Facebook pages.

Name of child:

\_\_\_\_\_

Signed

Date

\_\_\_\_\_

**Animals**

We may occasionally have supervised visits of animals to our setting or have pets on site. We will ensure that our pets are healthy and are inoculated as appropriate and that animals showing any signs of disease are treated. Risk assessments will be carried out for visiting animals and will be made available to parents on request. Please state here any known allergies or aversion your child has to animals

Name of child:

\_\_\_\_\_

Signed

Date

\_\_\_\_\_

**Key persons**

Your child will have a key person assigned to them. It is the key person's responsibility to ensure your child receives the best possible care and attention and to ensure that their records are kept up to date whilst they are with us. Your child's key person may change as they progress through the setting, but you will be notified of these changes in advance. The key person should be the first point of contact for anything you wish to discuss about your child.

Your child's key person is:

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**About your child**

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

Does your child have previous experience of attending a childcare setting? If so, please give details:

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Does your child have difficulty with walking, talking or socialising? If so, please give details:

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Is your child disabled? Yes  No

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Does your child require a care plan? Yes  No

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What languages does your child speak at home?

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What religion does your family follow (if applicable)?

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How would you describe your family's cultural background?

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Are there any religious or cultural festivals that your child takes part in?

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What is your child’s usual sleep pattern?

Some children enjoy our Mindfulness session so much that they do fall asleep, Are you happy for them to sleep                  Yes                      No       

If yes, How long would you like them to sleep? \_\_\_\_\_

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	N		
Does your child have any food preferences?	Yes	<input type="checkbox"/>	o <input type="checkbox"/>

	N		
Does your child have a pacifier i.e. dummy or thumb?	Yes	<input type="checkbox"/>	o <input type="checkbox"/>

	N		
Does your child have a special toy or object they might bring with them?	Yes	<input type="checkbox"/>	o <input type="checkbox"/>

What sort of things does your child enjoy doing at home, i.e. drawing or cooking?

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Is there any other background information about your child that may be useful for us to know? For example, how do they prefer to be comforted when they are upset?

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**Transfer of records**

With your consent we will transfer your child’s records to the receiving school when they leave our setting. This will enable the school to continue to effectively manage any special education, health or medical needs, and to continue with their development.

I agree for my child’s records to be transferred to their receiving school

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

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

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**Further information**

**We require a £50 registration fee to secure your place, this is payable when returning this form. This will be deducted from your first terms bill.**

**This is non-refundable if you cancel your child's place before starting.**

I confirm that information about the setting's policies and procedures has been made available and explained to me, and I understand I can find more information as to how my personal data is handled through the Privacy policy.

For parent(s)/guardian(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 app)

Signed

Date

Relationship to the child

Daytime/work telephone

Mobile

Email

Home address

Key person's name:

Signed

Date

Setting manager's name:

Signed

Date

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

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## PARENTAL AGREEMENT

**Partnership between the children's provider and staff working with parents and carers to meet the needs of the children, both individually and as a group.**

Information given to parents:

- The setting is open to children between the ages of 2-11 years and has a complete set of policies as required by OFSTED available for parents to look at.
- The group will pass information to parents via the notice board, letters home and open days on a regular basis and prompt action will be taken if any concerns are raised.
- Staff details and information about activities are available on request.
- The group will undertake to consult with the parent/carers on a regular basis to ensure they are meeting the children's needs.
- All fees will be payable on the presentation of an invoice. The terms fees can be split and paid per half term if necessary. If fees remain unpaid at the end of a term then a late fee maybe applied and the Committee will ask for complete payment for the term. In cases of hardship parents are advised to discuss the situation in confidence with the Manager / Deputy.
- Any decrease in sessions must be notified a Month in advance in writing.
- Children should be collected promptly at the end of each session, a late fee maybe applied.
- Children are not allowed to leave the setting, unless accompanied by their parent/guardian of nominated adult.
- If a parent/guardian is unable to collect his/her child/children, they **must inform the supervisor in writing** of the nominated other responsible adult. No child will be allowed to leave the setting with person or persons unknown.
- Persistent disruptive behaviour by a child would result in the incident(s) being reviewed and an action plan developed. In extreme circumstances the child may be excluded from the setting.
- Any problems which cannot be satisfactorily resolved between parents and staff may be referred to management, in line with the organisations complaints procedure.



- All staff are aware of the need to maintain confidentiality about matters concerning families and their children.
- Records will be kept containing details about the child, including relevant health, religion and diet information, parents and/or emergency contact details, child protection records if applicable and any appropriate signed consent forms. Parents have access to all written records about their child/children, including all assessments and observations done within the setting.
- We will pass any records drawn up by us in respect of a child to any pre-school/school that a child moved onto, **providing the parent/carers have not withdrawn their consent.**
- I give my permission for the staff to deal with any intimate care issues arising concerning my child. (pre-school Children)
- I understand that my child/children may be in group photographs used to promote the pre-school / After school club for publicity.

**I give permission (Please circle )**

**YES**

**NO**

Has your child had their two year check from the Health Visitor? (pre-school children)

**(Please circle)**

**YES**

**NO**

I have read the parental partnership agreement and acknowledge the information.

Signed .....

Name printed .....

Date .....



Dear parents /Carers,

We are very excited to announce that as of April 25<sup>th</sup> 2022 we will be using Tapestry as our online learning journal provider.

Those parents who have experienced Tapestry at previous settings speak highly of it, so we do hope you will be as excited as we are.

Tapestry is a wonderful online learning journey which will be used to observe and assess your child throughout their early years (From beginning Pre-school until the end of their reception year). The beauty of Tapestry is that as parents you will be able to access your child's learning journal at any time and will be able to see all of the exciting and engaging activities they have been involved in. The fact that this is an online journal means that you will also be able to share your log in details with family so that they too can gain an insight into your child's experiences. As we try to become more paperless, Tapestry will replace the hard copy Learning Journey.

We would like to take this opportunity to reassure you that spending quality time alongside your child is our most important priority. As has previously been the case, a tablet will be used to capture a moment in your child's play via photograph or video. These will then be uploaded to Tapestry and edited with necessary observations and assessments. As I hope you are all aware, time spent with each and every child is of utmost importance to us at Community Kids and using Tapestry will ensure this, as it will take far less of our time doing admin.

Tapestry allows you to login with a secure username and password so you can view all your children's observations, photographs and videos. You can like and comment on observations that we add for your child and it's also possible for you to add your own observations. Your comments and own observations will allow us to find out about which activities your child really enjoyed and the learning they get up to at home. Parent partnerships are really valuable to us at Community Kids and this is one more way that you can add to your child's developmental journey.

It's also possible for you to be notified via email either immediately, daily or weekly if there are new entries for you to view. Staff will link observations to the EYFS framework so you will know which areas of learning your child is accessing.

All data that is entered to Tapestry is stored securely on their servers. If you are interested in finding out more information about this, you can go to <https://tapestry.info/security>.

Once we have set you up with an account you will be able to login using any web browser from [tapestryjournal.com](https://tapestryjournal.com) or by downloading the Tapestry app from the Play or App store, depending on what type of device you are using. Remember, if you are going to use the App version of Tapestry to ensure auto updates are turned on for your device so you always have the most up to date version of the app.

We will set you up using your email address and once this has been done, you will receive an activation email from which you can set up your own password to login with. You will also be asked to set up a 4-digit PIN which you can use on the Tapestry app to quickly log in with after the initial log in. Do remember to keep an eye out on your spam/junk folders for this email.

In order for us to set up your child individual account it is essential that you complete the slip at the bottom of this page. We would appreciate it if you could then photograph this and email it back to [Community-kids@eastsomersetfederation.co.uk](mailto:Community-kids@eastsomersetfederation.co.uk) at your earliest convenience. We are keen to begin observing your child using Tapestry as soon as they return from the Easter Break. In order to do this we will need to receive your return slips so that we can make necessary preparations over the Easter holidays and set up all the children's profiles.

We do hope you enjoy using Tapestry, as always please do not hesitate to contact us should you have any further questions.

## Tapestry Learning Journey Permission Form

Child's name-

- I do give permission for my child's photo to appear in any group photos used in Learning Journeys (these photos may appear on other children's learning journeys and will be visible to others)
- I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journey.

The email address I wish to use for my Tapestry account is:

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Please use \_\_\_\_\_ (first name and surname) as my username.

Parent signature:

Date:

Please complete this slip, photograph it and email to [community-kids@eastsomersetfederation.co.uk](mailto:community-kids@eastsomersetfederation.co.uk) as soon as possible.

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## Days/Hours Required

Term starting: \_\_\_\_\_

Parent's Name \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Date of Birth \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Telephone No \_\_\_\_\_

Email Address \_\_\_\_\_

Days required (please tick) Hourly rate: 2 year olds: £4.70 3+ year olds: £4.50	Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast club 8am-9am					
Pre-school AM 9am- 12.00					
Lunch (optional cooked lunch) £2.20					
Pre-school PM 12.00 -3.0pm 12.00-3.30pm					
Afterschool club 3.30pm- 6pm					

Bank Details are as follows for payments.

Bruton Primary School  
Sort Code: 60-04-33  
Account Number: 68666810

**COMMUNITY KIDS PRE-SCHOOL & AFTER SCHOOL CLUB**  
**Tolbury Mill Hall, Higher Backway, Bruton, Somerset,**  
**BA10 ODP**  
**Tel: 01749 813933 Mobile: 07596 766869**



Dear Parents/ Carers

We offer a delicious hot meal every day with a choice of pudding, these are supplied to us by Sexey's school in Bruton.

The cost of this is £2.20, and this will be added to your invoice.

There is a menu available if you would like to see it, however we asking parents to book the same days every week for continuity. If you would like hot lunches please use to tick boxes below to show what days you would like them on, if your child requires a meat or veggie meal, and if there are any special dietary requirements.

Please return this before your child starts.

Childs Name \_\_\_\_\_

Day	Standard meat meal	(or) Veggie meal	Special dietary requirements (please state)
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			



## Privacy notice

### **Community Kids Privacy Notice**

**Protection officer:- Jo Goodland**

#### **Introduction**

We are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

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, health and medical needs, development needs, and any special educational needs.

Where applicable we will obtain a child's 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.

Personal details that we collect about you include:

- Your name, home and work address, phone numbers, emergency contact 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. 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 Community Kids.
- 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.
- 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).

### **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.

we will never share your data with any other organisation to use for their own purposes

### **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:

Personal data is stored in a locked cupboard and filing cabinet at the Pre-school.
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### **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. Or explain details if this is the case.

### **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

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 have 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.