

Bramfield Village Hall, Bridge Street, Halesworth, Suffolk, IP19 9HZ

Telephone: 01986 784586 Email: annaandcraig@bramfieldpreschool.co.uk



Dear Parent / Carer,

Welcome to Bramfield Stepping stones Pre-School. This pack aims to provide you with the essential information that you need to know before your child starts pre-school. If there is anything else that you would like to know, please do not hesitate to ask.

This pack contains:

- 1 - Childcare and early education registration form** - Please complete page 2-14
- 2 - Childcare and early education terms and conditions** - This Includes the sessions that you would like your child to attend. – Please complete page 15-16 & 22.
- 3 - Privacy notice**
- 4 - Bramfield Stepping Stones – Other Useful Information**

Please complete, sign and return 1 & 2 above. Please also bring in your child's birth certificate or passport for us to take a copy as this is needed for government funding.

If you have any concerns regarding your child, please feel free to speak to a member of staff at any time.

We look forward to your child coming to Stepping Stones Pre-school, making friends and enjoying all that pre-school has to offer.

Yours sincerely

Anna Frost (Supervisor)

Bramfield Stepping Stones Pre-school Registration Pack

09.1c Childcare and early education registration form

Bramfield Stepping Stones Pre-School

Childcare and early education registration form

Child's details

Child's first name(s) _____ Surname _____

Name known by _____

Child's full address _____

Postcode: _____

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 _____ Mobile _____

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 2 (including emergency information):

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____

Mobile _____

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 - if contact 1 and 2 are not available (including emergency information):

Emergency contact name _____

Relationship to child _____

Daytime/work telephone _____

Mobile _____

Email _____

Home address _____

Work address _____

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

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	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>
White Irish	<input type="checkbox"/>	Indian	<input type="checkbox"/>
White other	<input type="checkbox"/>	Asian other	<input type="checkbox"/>
Black British	<input type="checkbox"/>	Chinese	<input type="checkbox"/>
Black African	<input type="checkbox"/>	Chinese other	<input type="checkbox"/>
Black Caribbean	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>
Black Other	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>
Bangladeshi	<input type="checkbox"/>	White and Black Asian	<input type="checkbox"/>
Other please state			

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

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)

(*name of child*).

to _____

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,
tetanus,

Yes No Date:

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 C Yes No Date:

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 containing Yes No Date:

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:

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

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

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:

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

If yes, special notes:

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

Special notes:

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:

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

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 setting 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 _____

Suncream

I give permission for staff to administer hypoallergenic suncream (supplied by me) to

(*name of child*) when necessary and to record its use.

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. We may be able to supply duplicates if requested although this might incur a small charge to cover our costs. 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 for each image we wish to use.

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

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: _____

Your child's back up key person is: _____

About your child

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

Does your child have previous experience of attending an early years setting? If so, please give details:

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

Is your child disabled? Yes No

Does your child require a care plan? Yes No

What languages does your child speak at home?

What religion does your family follow (if applicable)?

How would you describe your family's cultural background?

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

What is your child's usual sleep pattern?

Does your child have any food preferences? Yes No

Does your child have a pacifier i.e. dummy or thumb? Yes No

Does your child have a special toy or object they might bring with them? Yes No

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

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?

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 _____

Further information

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.

09.1d Childcare and early education terms and conditions

This document and the terms and conditions within it govern the basis on which Bramfield Stepping Stones Pre-school (referred to here as 'we' / 'our' / 'us' agree to provide childcare and early education services to parent(s)/guardian(s) (referred to as 'you').

Only a parent/guardian with parental responsibility for a child can register that child for a childcare and early education place with us. We will ask to see your child's birth certificate, or other relevant documentation, to confirm that you have parental responsibility for the child as part of our registration process.

Our details:

Bramfield Stepping Stones Pre-school

Charity Number: 1109971

Registered address: Bramfield Village Hall, Bridge Street, Bramfield, Halesworth, Suffolk, IP19 9HZ

Telephone: 01986 784586

Email: annaandcraig@bramfieldpreschool.co.uk

Ofsted URN: EY375200

Insured by: Pre School Learning Alliance - RSA

Insurance policy number: RTT209838

Your details:

Full name of parent/guardian (1) _____

Address _____

Telephone _____

Email _____

Full name of parent/guardian (2) _____

Address _____

Telephone _____

Email _____

Full name of child _____

Date of birth _____

Our offer for a childcare and early education place for your child:

Expected start date of child's place _____

Settling in
period _____

Agreed hours:

	Monday	Tuesday	Wednesday	Thursday	Friday
Agreed times of attendance					
Total daily hours					

Offered over 38 weeks per year.

We are closed on bank holidays.

Will the child receive nursery education funding Yes No

Details of any other funding provided by other third parties (e.g. employers childcare vouchers)

The following terms and conditions govern the basis on which we agree to provide childcare and early education services to you.

1.0 Our obligation to you

- 1.1 We will inform you as soon as we know whether your application has been successful. You are required to confirm that you still wish to take up a place within one week of receiving notification from us. If you fail to notify us then the offer of a place may be withdrawn.
- 1.2 We provide agreed childcare and early education facilities for your child during the official opening hours. If we change the opening hours, we will give parents as much notice as possible, and, if necessary, will work with you to agree a change to your child's hours of attendance.
- 1.3 We will try to accommodate any requests you may make for additional sessions and/or extended hours of childcare and early education.
- 1.4 We will notify parents as early as possible when the setting will be closed.
- 1.5 We will provide you with regular updates about your child's progress.
- 1.6 We will try to make a place available to any of your other children. However, we cannot guarantee that a place will be available.

2.0 Your obligation to us

- 2.1 You are required to fully complete and return the *Childcare and Early Education Registration* form to us before your child can start.
- 2.2 You are required to inform us immediately of any changes to your contact details or other changes to the information on your child's registration form.
- 2.3 The *Childcare and Early Education Registration* form includes medicine consent and emergency treatment authorisations which you are required to complete before your child attends.
- 2.4 You are required to immediately inform us if your child is suffering from any contagious disease, or if your child has been diagnosed by a medical practitioner with a notifiable disease. We need to protect other children at the setting so you cannot bring or allow your child to attend at these times. When your child is contagious they pose a risk to other children during normal daily activities.
- 2.5 You are required to inform us of the identity of the person(s) who will be collecting your child. We will require proof of identity if a person collecting your child is not usually responsible. You should let us know in advance about these changes. If we are not reasonably satisfied that the person collecting your child is expected, we will not release your child into their care until we have checked

with you.

- 2.6 You are required to inform us immediately if you are not able to collect your child by the official collection time. You should make arrangements for an authorised person (recorded on your registration form) to collect your child as soon as possible and confirm who they are. A late collection charge may be applied.. If you fail to collect your child by the official collection time and we have reason to be concerned about your child's welfare we will contact the local authority.
- 2.7 You are required to inform us as far in advance as possible of any dates when your child will not be attending.
- 2.8 You are required to provide at least one month's notice of your intention to decrease the number of hours your child attends and similarly, should you decide to withdraw your child completely and end this Agreement. If you give insufficient notice, you will still be required to pay full fees for one month from the date of notice. If you would like to end this Agreement, please speak to the setting manager.
- 2.9 If your child is the subject of a court order, you are required to inform us and provide a copy of the order on request.
- 2.10 You should read our policies and procedures provided for parents - available for you at the setting and on our website www.bramfieldpreschool.co.uk.

3.0 Payment of fees

- 3.1 Before your child starts, we will notify you of the hourly fees for non-funded hours. We may review the fees at any time but will inform you of the revised amount at least one month before it takes effect. If you do not wish to pay the revised fee, you may end the Agreement by giving us one month's notice.
- 3.2 Child session fees are billed by invoice. Invoices will be issued during the first week of every half term and should be paid within 14 days (unless a separately agreed arrangement for fee payment is in place). The invoice also gives a date that the invoice must be paid by in order to avoid a £30 admin fee.
- 3.3 The invoice will confirm the sessions and lunch clubs that the parent or carer has chosen for their child to attend during the invoice period.
- 3.4 The invoice will also show any extra sessions that the child attended during the previous term and also any dinner money that is outstanding.
- 3.5 There are several payment methods available. BACS payments (Account Name: Bramfield Stepping Stones Pre-School, Sort Code: 20-92-08, Account No: 23552802). Tax credits, various voucher

schemes (please ask for more details). Cash and cheques are taken but the above methods are preferred.

- 3.6 When fees are not paid by the normal due date i.e 14 days after the invoice date, an email reminder will be sent to the parent or carer highlighting an invoice due for payment, and requiring payment within 7 days. If after this period no payment is received, a letter will be sent to the parent or carer, requesting immediate payment. If no payment is received from the second demand then a third demand will be sent, if after this demand no payment is received then a final demand will be issued (this written notification will clarify actions which may be taken by the Trustees should the parent or carer not settle the invoice, highlighting the £30 admin fee that will then be added to their bill). If during this time the parent / carer replies with a reason for non-payment then these considerations are taken into account and a payment plan arranged if appropriate. If the invoice has not been cleared in full by the last day of the half term that is being charged then a £30 admin fee is payable and will be added to the next invoice. This fee is payable monthly until the invoice is cleared in full.
- 3.7 If no payment is received and no mitigating circumstances are known by the Supervisor or committee, then the Treasurer shall as a minimum meet with the Chair and Supervisor and agree action to be taken. Such actions may include withdrawal of the session provisions to the child, and mechanisms to recover the unpaid fee from the parent or carer.
- 3.8 Additional sessions for children may be accommodated on prior arrangement with the supervisor if a space is available. Impromptu sessions and/or lunch club attendance will be paid for either on the day or charged for on the next half termly invoice. Payments must be placed in an envelope indicating the child's name and the date of the additional session(s) and/or lunch clubs attended, and then placed in the fees cabinet, alternatively these can be paid via bank transfer. If a child attends any extra sessions or has any school dinners during the last half term of the academic year then these must be paid for at the time they are taken.
- 3.9 If a child attends the lunch club sessions the parent / care may either provide their child with a packed lunch or elect to have a hot school dinner for which there is a charge, this must either be paid for in advance or on the day.
- 3.10 No refund will be given for periods when children do not attend a session due to illness or holidays. Please note that we are closed on bank holidays and our team has three training days per year. This helps support our team's continuing professional development which benefits the children and families. No refunds are given for these closures as they are already taken into account when setting fees.
- 3.11 On the rare occasions that pre-school closes due to adverse weather conditions, sessions will be

charged as follows: The first two consecutive days will not be charged; sessions can either be swapped (subject to availability) or credited. Subsequent days will be charged as normal.

- 3.12 The Treasurer / Admin Assistant will monitor all child invoice payments throughout the term, liaising closely with the setting Supervisor and then reporting to the committee on any outstanding debts.

4.0 Suspension of a child

- 4.1 We may suspend providing childcare and early education to your child at anytime if you fail to pay any fees due.
- 4.2 If the period of suspension for non-payment of fees exceeds one month, either of us may terminate this Agreement by giving written notice. This takes effect on receipt of the notice.
- 4.3 We do not support the exclusion of any child on the grounds of behaviour. However, if your child's behaviour is deemed by us to endanger the safety and well-being of your child and/or other children and adults, it may be necessary to suspend childcare and early education while we try to address these issues with you. It may also be necessary to share our concerns with other external agencies as appropriate. The decision to suspend your child will be made with the agreement of the [owners/directors/trustees].
- 4.4 During any period of suspension for behaviour-related issues, we will work with the local authority and where appropriate other welfare agencies to identify appropriate provision or services for your child.
- 4.5 If your child is suspended part way through the month, under the conditions stated in clause 4.3, we will give you a credit for any fees you have already paid for the remaining part of that month, calculated on a pro rata basis. This sum may be offset against any sums payable by you to us.

5.0 Termination of the Agreement

- 5.1 You may end this Agreement at any time, by giving us at least one month's notice.
- 5.2 We may immediately end this Agreement if:
- 5.2.1 You fail to pay your fees.
- 5.2.2 You breach any of your obligations under the Agreement and you have not or cannot put right that breach within a reasonable period of time.
- 5.2.3 You behave unacceptably; we do not tolerate any physical or verbal abuse or threats towards staff or other parents.
- 5.2.4 We take the decision to close. We will give you as much notice as possible in the event of such a decision.

- 5.3 It may become apparent that the support we can offer your child is not sufficient to meet his or her needs. Under these circumstances we work with you, the local authority and other welfare agencies as per our procedures to identify appropriate support, at which point we may end this Agreement.
- 5.4 You may end this Agreement if we have breached any of our obligations under this Agreement and we have not or cannot put right that breach in a reasonable period after you draw it to our attention.

6.0 General

- 6.1 If you have any concerns about the childcare and early education we provide, please discuss them with your child's key person. If your concerns are not resolved to your satisfaction, please contact the setting manager. Your satisfaction with our service is very important to us and any concerns or complaints will be reported to the appropriate line manager for review.
- 6.2 From time to time we may take images or video of the children who attend. These images or video may be used by the setting for promotional purposes. If you do not wish your child to be included in these images or videos, you should record this when you complete the registration form.
- 6.3 We have a communal snack basket for parents to contribute to which is optional. Parents are encouraged to contribute snacks which are then pooled and shared with the other children. In this way children are introduced to a variety of different healthy snack items. Suggestions would be fresh fruit, carrots, dried fruit, breadsticks etc.
- 6.4 Normally we will seek your consent before sharing information about your child with another professional or agency. We are required to share any information with the local authority and other relevant agencies if there are any safeguarding concerns about your child. In certain situations, we may not seek consent prior to sharing information, or we may, in certain specified circumstances override a refusal to give consent.
- 1.1 You must avoid making any social media communications that could damage our business interests or reputation, even indirectly or link us to any political movement or agenda.
- 1.2 You must not use social media to defame or disparage us, our staff or any third party; to harass, bully or unlawfully discriminate against staff or third parties; to make false or misleading statements; or to impersonate staff members of the setting or other related third parties.
- 6.5 We reserve the right to vary the terms and conditions contained in this Agreement giving at least one month's notice.
- 6.6 This Agreement contains the full and complete understanding between the parties and supersedes all prior arrangements and understanding whether written or oral relating to the subject of the Agreement except to the extent that we vary terms from time to time.

6.7 Acceptance of a place will be deemed as acceptance by you of these terms and conditions.

Acceptance of our offer of a childcare and early education place

Please sign below to indicate that you have read and understood the above terms and conditions and to confirm your acceptable of a childcare and early education place with us for your child.

For parent(s)/guardian(s) under the age of 18, a guarantor aged over 18, must also sign the contract on your behalf. The contract would therefore be between [name of provider], you and the guarantor.

A copy of this completed and signed contract will be provided to each signatory.

Parent name 1

Signed

Date

Parent name 2

Signed

Date

Guarantor name (where applicable)

Signed

Date

Relationship to the child

Home address

Daytime/work telephone

Mobile

Email

Signed on behalf of [name of provision]:

Signed

Date

Name

Role (owner, director or trustee)

This section to be kept by parents / carer

07.1a Privacy notice

Bramfield Stepping Stone's Privacy Notice

[Please adapt to suit your setting, making reference to legitimate interest or lawful basis that you rely upon as appropriate)

Bramfield Stepping Stones Pre-school
 Bramfield Village Hall
 Bridge Street
 Bramfield
 Halesworth
 Suffolk
 IP19 9HZ

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 Bramfield Steeping Stones pre-school.

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.

We will only with your consent 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 also process financial information when you pay your childcare and early education fees by chip and pin or direct debit. 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:

- collect your child's ethnicity and religion data for monitoring purposes
- record your child's activities for their individual learning journal (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

If we wish to use any images of your child for training, publicity or marketing purposes we will seek your written consent for each image we wish to use. 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
- banking services in order to process chip and pin and/or direct debit payments
- 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 locked filing cabinets.

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 the deputy manager.

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/>. Our ICO registration reference number is ZA549811

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.

This section to be kept by parents / carer

Bramfield Stepping Stones – Other Useful Information

Session Times

Morning 9.15am to 12.15am, Lunch Club 12.15pm to 1.15pm,

Afternoon 1.15pm to 3.15pm.

T-Shirts & Sweatshirts - Are available with the Stepping Stones logo. Please speak to Anna or Craig about sizes and prices. T-Shirts & Sweatshirts are optional.

Packed Lunch

Please clearly label any foods in your child's lunch box which will need to be refrigerated, with their name. (E.g. Yoghurt, Sandwiches with fillings such as cheese or ham) and place them into our fridge. As you will appreciate, the number of children with food allergies is on the increase and therefore it is very important that we know whose food is whose.

School Dinner

You may opt for your child to have a school dinner. Through the primary school we can offer your child a freshly cooked hot meal with dessert. The menus offer a varied selection and vegetarian options are available on request. A menu is displayed on the notice board in the foyer, and copies available on request. If your child requires a school dinner, tick the appropriate column on the signing in sheet and indicate if they require the vegetarian option. Dinner money should be paid in advance or on the day either by cash in an envelope marked with your child's name and the date of the dinner, paying by bank transfer for either the day or a lump sum to cover dinners for a period of time, or alternatively, dinners can be invoiced in advance for the half term, this works well if your child always has a school dinner

Spare Clothes

Could you please ensure that your child has at least one set of spare clothes in a bag on their named peg, in case of toilet accidents, washing accidents or just from playing.

Parent Participation

Stepping Stones Pre School is a parent-run group and as such we rely on your dedicated help and support throughout the year. Many parents / carers may wish participate in our activity days which provides a valuable opportunity for children to see their own parents/carers in a new role. Parents/carers may wish to involve themselves further by joining our committee and having more of a say in the running of the group.

Committee Member / Trustee

Stepping Stones Committee is mainly made up of parents/carers of the children attending the pre-school.

The pre-school is dependent on volunteers to ensure the day-to-day and long-term operation and viability. We meet about twice a term, usually on an informal basis, where we aim to offer help, advice and support to Anna, Craig and the team.

We also legally depend on our Trustees to operate the setting, who again are volunteers, to undertake vital roles of Chair, Secretary and Treasurer – these Trustees are effectively the Management team of the setting, providing all the formal aspects and governance.

The Committee and Trustees are an essential part of the Pre School and without volunteer support the pre-school would not have a future, and since we need to ensure the continuation of the current standards and reputation we urge all parents and carers to get involved. So, if you think you could support our committee in any way, either as a member or a trustee please feel free to talk to Anna, Craig, one of the Trustees, or any member of the committee. We would love to see more of you at our meetings!

Bramfield Stepping Stones – How we Operate

The Pre-school is first and foremost a fun place for our children to play and learn in safe and happy surroundings. Parents and guardians of children at the pre-school are encouraged to play an active role.

The Pre-school is a member of the Pre-school Learning Alliance, the national official body that supports nursery groups. We operate under the PLA Pre-school constitution that governs requirements for meetings and other basic provisions. The PLA, together with Suffolk County Council and Ofsted, the government inspectorate, influence our approach to and regulate our work.

We run like a business, but also a club, each family having one vote and being responsible for how things are done and being consulted on major decisions made by staff and appointed officials. These votes and opinions can only be made at committee meeting or in writing to the Chair.

We operate as a charity and are dependent on volunteer time. All parents/guardians may become members of the Management Committee (M/C) that controls the groups work and must meet at least three times a year. Those who are unable to get involved put their trust in the Committee, and in particular the three key officer posts; a chair, secretary and treasurer. Committee members are elected for a year at the Annual General Meeting. Their role is to support the pre-school staff whilst ensuring the day-to-day administrative tasks are carried out. Non-parents/guardians can be appointed to the committee to provide their expertise.

M/C roles and responsibilities are described in the SCC folder kept at the Setting. The pre-school cannot operate properly without parent participation and the committee relies on other parents to assist and spread

the load. Your involvement is a good way to keep in touch with events and we try to hold the occasional social event. Fundraising is an essential activity, without which the group would struggle.

We are a registered charity (no. 1109971), regulated by the Charity Commission. This requires our accounts to be independently examined once a year and then submitted to the charity commission for public scrutiny. The three main appointed posts are also the minimum number of Pre-school charity trustees, although any member of the group can become a trustee on request. Trustees have responsibility for ensuring the group operates within Charity law and tend to carry out key tasks where processes require an understanding of the law relating particularly to accounting, employment and health and safety issues.

The Trustees supported by (and often the same members as) the M/C are liable for the group's finances as well as issues relating to the proper employment of staff, adequate insurance and other standards such as DBS checks for those working closely with children.

As a registered charity running as small non-profit club, our activities are reliant upon the interest and involvement of those sending children to us. Please ask any further questions and do get involved in any capacity that you can.

Key Person System

Studies have shown that for a young child to function at their best, it is important that they feel secure and settled within their environment. It is very important therefore, that a young child can form close relationships with the key individuals with whom they come into contact.

At Stepping Stones, we pride ourselves on being a small and close-knit environment, in which the children ultimately feel safe and secure, and which allows close attachments to be formed with staff and other children alike. In order to develop these bonds further, we also operate a 'Key person' system to ensure that children receive individual care and attention from a consistent person, who also acts as the key contact for parents.

On joining Stepping Stones, every child is allocated a 'key person'. This will be a member of our staff team who we feel will be best suited to the individual child's needs. However, if it becomes apparent that the child seems to naturally attach to another key adult, then we will take our lead from them, and parents will be informed about the change. The key person charts are on display in the setting.

Learning Journey

Over the course of the time that your child is with us at Stepping Stones, a 'Learning Journey' is compiled to observe and monitor his or her progress as they work towards the Early Learning goals as set out in the Early Years Foundation Stage framework.

The Learning Journey is useful to us for many reasons. Not only does it help us to get an overall view of exactly where the individual child is developmentally, but also highlights areas where extra input may be advantageous in helping them reach these goals.

As parents and carers you are welcome to view your child's Learning Journey at any time, upon request (paper copy), and should you wish to discuss any area of your child's development or welfare, or have queries of any nature, please feel free to speak to us at the end of a session, when we are always available to talk freely and in complete confidence.

For information on 'Online Learning Journeys' please speak to Craig.

Issues of a more urgent or sensitive nature that cannot wait until the end of the session, can be discussed immediately, and if preferred, in an area of complete privacy.

Please feel free to raise any issue of your child's welfare or development with us or make suggestions if you think there are areas in which we could improve our provision as we welcome your views, and will do our utmost to incorporate your suggestions into our working practice. All information is treated confidentially.

On-Line Learning Journey

All children have the option of a personal on-line Learning Journey (Or paper copy) which records photos, observations and comments.

Learning Journeys build up a record of your child's experiences and development during their time with us which in turn supports the Early Years Foundation Stage.

We use Tapestry, a system which is hosted in the UK on secure servers. You will have secure access (via email address and password) to your child's Learning Journey and, in addition to viewing our contributions, we encourage you to add to it by uploading photos and comments or commenting on observations made by us.

Where do I start?

Once you have given us an email address, we will set up an account for you. Go to <https://eylj.org/login/bramfield-stepping-stones-pre-school> on your computer, or if you have an iPhone or iPad, visit the iTunes store and download the Tapestry app from the Education section (search for TapestryMobile). There is also an Android app as well, please use the link below for Android phones. <https://play.google.com/store/apps/details?id=com.fsf.tapestrymobile>

Login using your email address and the password we give you. We strongly recommend that you change your password on your first visit.

Bramfield Stepping Stones Pre-school Registration Pack

Changing your settings

On the computer:

At the top right of your screen you will see your name, and selecting this will give you the option to 'Edit Preferences'. Choose this option and you will be presented with a screen giving you the option to change your email address and password.

You also have the option to receive an email whenever a new observation is added to your child's Learning Journey – just tick or un-tick the relevant box if you would like to change this setting.

On iphone/ipad:

To change your settings on the iphone/ipad app, click the 'cog' button on the bottom right hand side of the application. This enables you to change password and/or email address.

On an Android device:

To change your settings on your Android app, click the top right tab which takes you to settings or to log out, click on setting. This enables you to change password and/or email address.

Viewing my child's Learning Journey

Once logged in, you will see your child's observations on your home screen in a list – selecting any one of these will open up the observation for you to look at. You may add comments in the box at the bottom of the observation if you would like to - we love to receive such comments!

Adding an entry to my child's Learning Journey

Choose the 'Add Observation' option (or the 'plus' icon on your iphone/ipad) (Android device click on the + icon in the header bar) and add the relevant information in the boxes on screen. Photos and videos may be uploaded by choosing the 'add media' option. When you have saved your observation, you may go back to the home screen at any time by choosing 'home'.

If you need further help or advice please contact Anna or Craig.