



**'Nurturing hearts and minds on a path
of possibilities'**

Pinvin Community Pre-school

Terms and Conditions

Registered Charity 700766

OFSTED registered 205324

Memorial Hall

Main Street

Pinvin

Worcestershire

WR10 2ER

Telephone – 01386 553600

Mobile – 07548 670303

Email – office@pinvinpreschool.org

Parental copy for you to keep for reference.

PINVIN COMMUNITY PRE-SCHOOL

TERMS AND CONDITIONS

Admissions

It is the intention of Pinvin Community Pre-school to make our provision accessible to children and families from all sections of the community. Children may attend Pinvin Community Pre-school after they reach 2 years old.

Registration

Once you have decided to send your child to Pinvin Community Pre-school, you will be required to complete an admission form and agree and sign the Terms and Conditions. Applications must be accompanied by a £10 registration fee.

In the event that a pre-school place is not immediately available, then your child's name will be placed on the waiting list. We arrange our waiting list in birth order, with the eldest children taking priority. In addition, our policy may also consider siblings already attending the Pre-school and the length of time a child has been on the waiting list.

Attendance

We are flexible about attendance patterns to accommodate the needs of individual children and families but ask that children attend for a minimum of two sessions per week. This is to ensure that children benefit from continuity and stability in their learning environment. If you wish to increase the number of sessions your child attends or change days you must complete a change of sessions form which is available from the office, we will then contact you to confirm a place. If your child is attending an extra day as a one off, we ask for payment for this on the day.

Opening hours

Pre-school session runs from 9am – 3pm, term time only (38 weeks of the year). This means that the pre-school is closed for all bank holidays and school holidays.

In addition, we run Nestle and Nurture sessions before and after the pre-school sessions. These are at an additional cost to the parents and run from;

8.00am -9.00am – Session to include breakfast £6.50

3.00pm to 6.00pm – Parents to provide children with packed tea in a named plastic container which we will refrigerate throughout the day. £12 per session.

Snacks and drinks

Children have access to water throughout our sessions. Milk is available at snack time. We provide a well-balanced healthy snack each day and ask for a donation of 50p per session your child attends, this will be payable if you wish to contribute on your half term invoice. We ask all children to bring with them a named water bottle for the children to access throughout the day.

Lunch

We encourage all our families to access hot lunches. Our menus are carefully planned for all of our children, depending on their age. Nutritious, well balanced meals are prepared using fresh, locally sourced produce so only the best ingredients go into our food. Our menus ensure our children maintain their 5-a-day fruit and vegetable intake and water is freely available throughout the day. We review our menus regularly and children's dietary requirements, like and dislikes are all taken into consideration.

Lunches are an additional charge (approximately £2.50 per meal).

Packed lunches: If you do not wish to access hot lunches your child should bring in a pre-packed lunch in a named plastic container. Food hygiene best practice advises that all lunchboxes should have an 'ice-pack' in the box to keep the lunch to the correct temperature. In line with our healthy eating ethos we ask that you refrain from bringing in sweets, chocolate, and fizzy drinks. If your child has any specific dietary requirements, please inform us. For advice on providing healthy nutritious food for children please see our website. www.pinvinpreschool.org

Fees and Payments

Fees are billed in advance monthly and we will request payment within 14 days of this invoice being received. Accounts may be settled through BACS payments, cash or cheque; however, we will charge a £1 processing fee for cheque payments. A standard rate of £5 per hour will be charged for children aged 24 months and above who attend sessions above the Early Years Free Entitlement. Our fee structure is reviewed in August and where possible we set our fees at a competitive level in order to maintain a sustainable and well-equipped pre-school setting.

Childcare Vouchers

Pinvin Community Pre-school administer a Childcare voucher scheme using a variety of providers. If you would like to opt into your company's voucher scheme, please speak to the office who can sort this for you.

Absence

All fees are payable for all sessions booked and no refunds will be made if your child is absent from the pre-school, even if the absence is due to illness, holidays, or other such reason. Any absences for whatever reason must be notified to the Manager by telephone or email.

Non-Payment of Fees

If fees are not paid as agreed, we will contact you by writing, stating the child's place may be withdrawn if payment is not forthcoming by a particular date. In the unlikely and unfortunate event that payment is not received, Pinvin Community Pre-school reserves the right to terminate and/or amend this contract with immediate effect and withdraw your child's place.

We appreciate that if a family is experiencing financial difficulty, it may be hard to make full payment in one instalment. In such situations and on a case by case basis we may negotiate payment in alternative instalments.

Late Collection Charge

You are required to inform the pre-school as early as possible if you are going to be late collecting your child. This is to ensure that sufficient staff cover can be arranged. If a child is not collected on time, then the pre-school reserves the right to charge a late collection fee of £5.00 per hour or part thereof until the child is collected. Late collection charges are due for payment immediately upon collection.

Local Authority Funding

The Pre-school is approved to provide government Free Early Years Education Places for children aged two, three and four years old. This funding entitles a child to have up to 15 hours of free early years provision a week, for 38 weeks of the year. The first term your child becomes eligible you will be asked to fill in a form, we will need to see your child's birth certificate or passport as proof of identify and eligibility.

Where a parental contract has been signed agreeing to take the free entitlement, the pre-school will get secure funding for a full term. Once you have signed the contract,

you will not be able to transfer the free entitlement payment to another provider during the same term.

Some children are also entitled to an additional 15 hours of free early year's education per week, totalling 30 free hours of childcare. To be eligible for the additional 15 hours of funding, each parent of the child must be employed a minimum equivalent of 16 hours per week, earning at least the national minimum wage. Each parent must earn less than £100,000 per year. Single parents are also eligible, providing the sole parent works an equivalent of 16 hours per week, at national minimum wage. Please see our website for further details – www.pinvinpreschool.org

Child Illness

If children appear unwell during the day and have a temperature, sickness, diarrhoea or pains, particularly in the head or stomach, the manager calls the parents and asks them to collect the child, or send an emergency contact (as stated on the registration form) to collect the child on their behalf.

The pre-school requires all parents to inform us if their child has been ill over the weekend or overnight before a session and if they have been given any medication for the illness. You must also inform the pre-school if your child has any illness such as measles or chicken pox, so the other parents can be informed.

If your child has suffered from vomiting or diarrhoea, we require that they be kept away from preschool for at least 48 hours and until they have had a meal. You may also be required to withdraw your child if we have a reasonable cause to believe that the child is, or may be, suffering from any contagious disease. This is to ensure that the risk of spread of disease to other children and staff is kept to a minimum. We exclude children who may have communicable diseases for the recommended time required. The pre-school holds a list of communicable diseases and the incubation periods/exclusion times and will advise parents accordingly. The pre-school reserves the right to send home an un-well child or to refuse a child if we feel that they are unwell.

If a child requires prescribed medication in our care a consent form will need to be completed; however, the first dose must be given at home and medicines must not be left on the pre-school premises overnight unless exceptional circumstances. The medication must be in its original container with clear instructions on dosage and times.

Parents will be informed of all accidents and required to sign the accident book when collecting your child. If your child has had an incident in the home before arriving at the setting, please complete the incident book so all staff are aware of this and we can care for your child appropriately.

Covid-19

In response to the global pandemic Pinvin Community Pre-school has had to review its procedures to ensure we are following government guidance and protecting children, families and staff members. Whilst we are still under threat of Coronavirus you will be required to read and sign additional terms and conditions which include the settings risk assessment, and a parental agreement to these terms.

Medical Treatment

We reserve the right to administer basic first aid and treatment where necessary. For more serious conditions, we will call for an ambulance and expert help. Every effort will be made by pre-school staff to contact parents and emergency contacts listed but failing this we are hereby authorised to act on behalf of parents and authorise necessary treatment.

If your child has a medical condition that requires a high level of support on a day to day basis, we can accommodate this with adequate training. We would request meetings with the parents/guardians and medical professionals, to develop a health care plan before the child is admitted into our care.

Liability

Pinvin Community Pre-school accepts no liability for any pecuniary or other loss suffered by you arising directly or indirectly as a result of the pre-school being temporarily closed or the non-admittance of a child to the pre-school for any reason.

Property and Belongings

We cannot be held responsible for the loss or damage to children's property unless damage is caused due to the negligence of our staff. Every reasonable effort will be made by the staff to ensure that children's belongings are not lost or damaged. Parents should supply sufficient, practical clothing, labelled with your child's full name, for your child's daily needs.

Car parking

We are lucky to have access to the memorial hall car park however this does get used by the general public and is not monitored. If you use the carpark you do so at your own risk, pre-school have no control over the usage of this.

Pre-School Closure

On occasion there may be circumstances beyond our control (for instance weather conditions, flooding, medical emergencies) that means the decision has to be taken to close the pre-school. If the pre-school is obliged on these occasions to pay the staff, then the pre-school reserves the right to charge for any session which your child would have attended if the pre-school had not been closed due to circumstances beyond its control. More recently we have been instructed by the local authorities to close to some of our families (Covid-19 global pandemic). In such cases we will be guided by government guidance.

Disclosures

We need to be informed about any medical and non-medical condition, health problem, and allergy or suspected learning difficulty affecting your child. We also need to be informed of any family circumstances that may affect your child whilst in our care. In addition, you are required to inform the pre-school in writing of any changes to the information held by us (e.g. changes to emergency contacts, allergies, or medical conditions).

Security

Under no circumstances will a child be allowed to leave the pre-school with anyone unknown to staff, unless previously arranged by you. If you make prior arrangements by telephone, the preschool will require the name, address, and telephone number of

the chosen person, as well as proof of identity on their arrival. All children should be signed in and out of the pre-school by an adult every time they attend.

Behaviour

At Pinvin Community Pre-school we have a limited number of rules which we expect every child to adhere to. They are developed to protect not only your child but also the development and health of children. Emphasis is placed on feelings of others and children are encouraged to respect one another and the adults with whom they come into contact.

Details on how we manage behaviour in the setting can be found in our Policies and Procedures document accessible on our website www.pinvinpreschool.org or alternatively ask to see the copy in the setting. The pre-school will not tolerate staff being spoken to in an abusive or threatening manner, such behaviour will result in an immediate termination of your child's place.

Equal Opportunities

At Pinvin Community Pre-school we work diligently to ensure the equality of opportunity for every child. We provide an environment where a multicultural and multiracial culture is fostered. Children are encouraged to respect the racial, cultural, and religious traditions of every individual.

Complaints Procedure

Any complaint or concern should be directed immediately to the Pre-school Manager. We take every concern very seriously. Please see our complaints procedure in the Information and Records policy on the preschool website. www.pinvinpreschool.org

Termination or Cancellation

If you wish to remove a child from our setting or want to reduce the number of sessions attended, you must give 4 weeks' notice of the change in writing. Fees will be payable (or grant claimed by us), until that date, whether your child attends the pre-school or not.

The Agreement

The Admission form and these Terms and Conditions represent the understanding between Pinvin Community Pre-school and the parent(s)/guardian(s).

Any breach of the Terms and Conditions will result, if necessary, in your child's place being withdrawn.

Please ensure the Admission form, a signed copy of these Terms and Conditions and a registration fee of £10 is brought into the setting before your child starts with us.

PINVIN COMMUNITY PRE-SCHOOL TERMS AND CONDITIONS

(Please refer to terms and conditions attached)

Child's name	
<p>I accept the terms and conditions of Pinvin Community Pre-school. I enclose a cheque for £10 made payable to Pinvin Community Pre-school.</p> <p>Signed</p> <p>PRINT</p> <p>Signed</p> <p>PRINT</p> <p>Date</p>	

Thank you for completing this document. If you have any questions, please do contact us on;

01386 553600

Or

07548 670303

Or email us @ office@pinvinpreschool.org

Please Sign and
return these
forms

General Data Protection Privacy Notice

GDPR stands for the General Data Protection Regulation and replaces the previous Data Protection Act, 1998. At its most basic level GDPR is designed to give people more control over their personal data by ensuring it is only ever collected, stored and utilised with specific consent. It was approved by the EU parliament in 2016 and comes into effect on the 25th May 2018.

Introduction

Pinvin Community Pre-school is the data controller of the personal information you provide to us, personal information is defined as information that identifies a person as an individual. As part of our commitment to protect the rights and freedoms of individuals in the processing of data we have a designated person, Bobby Pearson representing Pinvin Community Pre-school, with regard to our data controller responsibilities. Additionally, we are registered with the Information Commissioners Office (ICO) under registration number A8280583.

GDPR Principles

Personal data should be;

1. Processed lawfully, fairly and in a transparent manner
2. Collected for specified, explicit and legitimate purposes
3. Adequate, relevant, and limited to what is necessary
4. Accurate and where necessary kept up to date
5. Retained only for as long as necessary
6. Processed in an appropriate manner to maintain security

Why do we collect your data?

Our primary reasons for processing data are to meet our legal obligations in regard to operating as an Early year's childcare provider and after school club, and our legal duties as an employer. Whilst the majority of the data you provide is mandatory some is provided on a voluntary basis. For voluntary data we will provide you with specific and

explicit information with regards to the reasons the data is being collected and how the data will be used.

What data is collected?

We process personal data about prospective, current and past; pupils, families, staff members, students, suppliers, professional agencies and other individuals connected to Pinvin Community Pre-school. The personal data we process takes different forms, it may be factual information, expressions of opinion, images or other recorded information which identifies or relates to a living individual;

- Names, addresses, telephone numbers, email addresses and other contact details
- Family details
- Relevant medical information
- Information about special educational needs and disabilities
- Assessment information including behavioural information
- Education and employment data
- Images, audio, and video recordings
- Financial information
- Continuous professional development i.e. Courses meetings or events attended
- Staff administration to include recruitment, performance, conduct of any grievance, capability or disciplinary procedures and the maintenance of appropriate human resources records for current and former staff; and providing references.

As an employer and Early years provider we sometimes need to process **special category personal data** e.g. health information and criminal records information about some individuals. We do so in accordance with applicable law (including with respect to safeguarding or employment) or by explicit consent.

How do we collect data?

We collect most of the personal data we process directly from the individual concerned (or in the case of children, from their parents). In some cases, we collect data from third

parties (for example, referees, previous schools, the disclosure and barring service, or professionals or authorities working with the individual).

Lawful basis for processing data

GDPR states personal data can only be processed if one or more of the following apply;

Processing is necessary for;

1. The performance of a contract with the data subject
2. Compliance with a legal obligation
3. To protect the vital interests of the data subject
4. The public interest or the controller has official authority
5. The purposes of legitimate interests pursued by the controller or a third party
6. Or the data subject has provided consent

Necessary for a contract

This constitutes processing of information in order to perform our obligations under our contract with you. Examples of this could be; we require contact details, so we can contact you with any concerns or we need your national insurance number to be able to pay you or claim for funding on your behalf.

Legal obligation

This concerns the processing of information in order to comply with a legal obligation, for example the reporting of a safeguarding concern. We may also have to disclose your information to third parties such as the courts, the local authority, or the police where legally obliged to do so.

Vital interests

This would constitute the processing of information to prevent someone from being seriously harmed or killed. Examples would be medical information required to keep the data subject from harm.

Legitimate interests

Pinvin community pre-school has a legitimate interest to;

The child and family;

- Providing educational services to your child
- Safeguarding and promoting the welfare of your child and other children

Staff members;

- Ensuring all legal obligations as an employer are met
- Safeguarding and promoting the welfare of employees

The setting;

- Promoting the interests of the pre-school
- Facilitating the efficient operation of the pre-school
- Forward planning to ensure the longevity of the business to include marketing and fundraising opportunities

Public interest

Data processed in the 'public's interest' may be information given in censuses, government initiatives or reporting incidents to police. This list is not exhaustive.

Will my information be shared?

Pinvin community pre-school will share personal data (including special category personal data where appropriate) with third parties such as;

- Ofsted i.e. if your child has a serious injury in our care
- Public Health England i.e. reportable diseases
- Paramedics/health professionals in the case of an emergency
- Legal representatives regarding employment law or breach of contracts
- Professional agencies when supporting children and families
- Ofsted i.e. if your child has a serious injury in our care
- Public Health England i.e. reportable diseases
- Paramedics/health professionals in the case of an emergency
- Legal representatives regarding employment law or breach of contracts
- Professional agencies when supporting children and families

Some of our systems are provided by third parties, e.g. Tapestry, pre-school website, providers portal, NEST pension scheme or cloud storage providers. This is always subject to contractual assurances that personal data will be kept securely and only in accordance with our specific directions.

School Transition – When a child moves on to school or changes setting, we are committed to supporting a seamless transition. With this in mind we will share information relating to your child's development, and interests and any other information we feel is appropriate during the transition process.

How is my data stored?

Pinvin Community Pre-school takes its responsibilities as data controller seriously and review risk assessments regularly on how we store data to prevent a data breach. All paper copies of children and staff records are kept in a locked filing cabinet. Members of staff can have access to these files in order to perform their duties, however information taken from files about individual children is confidential.

How long is your data stored for?

We retain personal data only for a legitimate and lawful reason and only for so long as necessary or required by law. We have adopted the Pre-school Learning Alliance guidelines which set out the time period for which different categories of data are kept. Once a child or staff member has left the Pre-school, we archive paper documents using suitable data storage hardware or keep original documents where necessary. All paper documents are shredded or deleted after the retention period.

If you have any specific queries about our record retention periods or wish to request that your personal data is considered for erasure, please contact our data manager Bobby Pearson.

What are your rights?

You have various rights under the GDPR in regard to accessing and understanding the personal data we hold about you, and in some cases to ask for it to be erased or amended subject to certain exemptions and limitations.

The Right to be informed

As a data subject you have a right to be informed of what data we process, this information is detailed within this privacy notice.

The Right to Access

At any time, an individual can make a subject access request (SAR) relating to their data, through contacting Heather Stockman McGuire. We will respond to any request as soon as is reasonably practicable and in any event within statutory time limits, which is currently one month. We will be able to respond quickly to smaller targeted requests for information. If the request is manifestly excessive or similar to previous requests, we may ask you to reconsider or charge a proportionate fee, but only where we are legally entitled to do this. You should be aware that certain data is exempt from right of access. This may include information which identifies other individuals, or information which is subject to legal privilege.

Right to Rectification

If any personal data, we hold is incorrect you may ask us to correct it. As part of our normal procedures and contractual obligations we want to ensure that all personal data is as up to date and accurate as possible. Please notify Bobby Pearson of any significant changes to important information, such as contact details held about you. As part of our normal procedures an annual reminder will also be sent out to confirm any changes to the personal data that we hold on you.

Right to Erasure

You have the right to request the deletion of your data where there is no legal obligation for us to hold the data

Right to Restriction of Processing

In some circumstance's individuals have the right to request the restriction or suppression of their personal data. This means we can hold personal data but are not able to use this.

Right to Objection

Data subjects can object to their data being used for certain activities like marketing or research.

Right to data portability

Sometimes data subjects require data to be transferred to other organisations, from one IT system to another; for example, Tapestry online learning journals.

Right to lodge a complaint with the ICO

If you have a concern about the way in which Pinvin Community Pre-school is collecting or processing your personal data, you can raise a concern with the Information Commissioners Office (ICO) contactable on **0303 123 1113**, Monday to Friday 9-5pm.

What happens if you do not provide information?

Most personal data is required for us to fulfil our contractual obligations with you, we therefore have the right to withdraw our contract should essential data be withdrawn.



Pinvin Community Pre-school Admission Form

Information contained in this form will be treated as confidential.

Please complete this form for your child in BLOCK CAPITALS and return to us as soon as possible. If you have any queries in relation to filling in the required information, please telephone us on 01386 553600 or email office@pinvinpreschool.org

Please bring in a copy of your child's birth certificate so we can verify the name, age, and date of birth of the child being registered.

	Nestle and Nurture 08.00 to 0.9.00	Pre-school Session 09.00 to 15.00 Please state hours required	Nestle and Nurture 15.00 to 18.00 Please state hours required
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			

Pinvin Community Pre-school Admission Form

Please complete the following information in **BLOCK CAPITALS**

Legal Forename		
Middle name(s)		
Legal Surname		
Preferred name		
Date of Birth		Age in months
Copy of birth certificate brought in?		
Gender		
Home Address		
Postcode		
Home Telephone Number		
Contact Mobile Number		
Home Email Address		

FAMILY HOME

Full name(s) of person(s) with whom the child is currently living (please state relationship to child e.g. mother, father, stepparent, legal guardian, foster parents or siblings)

(1)

(2)

(3)

(4)

(5)

(6)

(7)

Please place contacts in the order you want those people contacted in the event of an emergency. Please include legal guardians.

Family Home/Contact 1

Relationship to child

Mr/Mrs/Miss

Forename

Surname

Home Number

Mobile

Work number

Place of work

Which number should we try first?

Family Home/Contact 2	Relationship to child
Mr/Mrs/Miss	Forename
Surname	
Home Number	Mobile
Work number	Place of work
Which number should we try first?	

Family Home/Contact 3	Relationship to child
Mr/Mrs/Miss	Forename
Surname	
Home Number	Mobile
Work number	Place of work
Which number should we try first?	

Family Home/Contact 4	Relationship to child
Mr/Mrs/Miss	Forename
Surname	
Home Number	Mobile
Work number	Place of work
Which number should we try first?	

Family Home/Contact 5	Relationship to child
Mr/Mrs/Miss	Forename
Surname	
Home Number	Mobile
Work number	Place of work
Which number should we try first?	

Please remember it is your responsibility to update any information on this registration form should there be any changes.

IMPORTANT INFORMATION

Child's Current School or Pre-school

Contact details of key person/manager

Please sign here if you grant us permission to contact your child's current setting to support their transition

Child's Religion (if any)

Child's first language

Other languages spoken

Background Information
Any information which may help us settle your child i.e. favourite story, comforter, special words etc.

Special requests or requirements you wish us to follow/observe?

HEALTH

Doctors name	
Health Visitors name	
Name and Address of Medical Practice	
Telephone Number	
Is there an existing Healthcare Plan	YES/NO
Does your child have a medical condition (e.g. asthma, diabetes, eczema, epilepsy, hay fever, nut allergy? Please give details	
What is your child's normal temperature when they are well?	
Has your child had all of their recommended immunisations?	Please tick if they have had these; 6 in 1 vaccine (2,3 & 4 months) Rotavirus vaccine (8, 12 weeks) Meningococcal (MenB) group Bacteria (8, 12 and 52 weeks) Pneumococcal (PCV) (12 weeks) Hib/Meningitis C (52 weeks) MMR (52 weeks, 40 months) 4 in 1 Preschool booster (40 months)

<p>Are you aware of any allergies your child may have?</p>	
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<p>CONSENT Do you give us consent to administer first aid to your child should they require it?</p>	<p>Please sign and print your name</p>
<p>Are you willing for us to access emergency medical treatment from a doctor or emergency services if your child requires it?</p>	<p>Please sign and print your name</p>

PLEASE PROVIDE DETAILS OF ANY OTHER PERSON WITH WHOM THE CHILD DOES NOT CURRENTLY LIVE BUT WHO HAS PARENTAL RESPONSIBILITY AND THEREFORE THE RIGHT TO RECEIVE REPORTS AND INFORMATION

<p>Relationship to Child</p>	
<p>Mr/Mrs/Miss</p>	<p>Forename</p>
<p>Surname</p>	
<p>Home Number</p>	<p>Mobile Number</p>
<p>Work Number</p>	<p>Place of Work</p>

Address	
Post Code	

Relationship to Child	
Mr/Mrs/Miss	Forename
Surname	
Home Number	Mobile Number
Work Number	Place of Work
Address	
Post Code	

We have a duty to provide information to both parents in cases of separation and divorce. In practice it can be difficult to keep up to date records in this respect and it is also difficult for us to ask about such information without causing embarrassment. We therefore ask parents to do their best to keep us informed of any change of circumstances or address.

DECLARATION

This declaration needs to be signed by all those with parental rights.

I/We certify that the information given on this form is correct	
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Signature(s)	Date
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Print name	Date
-------------------	-------------

Signature(s)	Date
---------------------	-------------

Print name	Date
-------------------	-------------

Signature(s)	Date
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Print name	Date
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COLLECTION AUTHORISATION

If a child is to be collected by someone other than a parent or guardian, we ask for you to complete the following authorisation form, providing a photograph of that person so we are able to identify them.

We have a collections book available in the main foyer and we ask that you fill this in daily should somebody other than yourself be collecting.

Child name		
Name and Address of authorised person		Place photo ID here
Relationship to child		
Contact number		

Name and Address of authorised person		Place photo ID here
Relationship to child		
Contact number		

Name and Address of authorised person		Place photo ID here
Relationship to child		
Contact number		

Name and Address of authorised person		Place photo ID here
Relationship to child		
Contact number		

Please remember to keep this information up to date and inform us in writing of any changes.

PINVIN COMMUNITY PRE-SCHOOL DECLARATION FOR GDPR

(Please refer to GDPR attached)

Declaration

I/we _____

declare that I/we understand:

What personal data Pinvin Community Pre-school collects, and reasons for this.

How we collect data, where this is stored and for how long.

The lawful basis for data processing.

Your rights as a data subject.

How I can complain about how my personal data is processed.

Date; _____ Signature; _____

Date; _____ Signature; _____

Date; _____ Signature; _____

Date; _____ Signature; _____



Tapestry On-line Learning Journal

All pre-school children attending Pinvin Community Pre-school have a personal on-line Learning Journey called Tapestry, which records photos, observations, and comments, in line with the Early Years Foundation Stage, to build up a record of the children's experiences during their time with us.

Tapestry Security

We use Tapestry, a system, which is hosted in the UK on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques. Filenames are encoded for uploaded videos and images, making Tapestry a safe and secure on-line Learning Journey tool. The benefits to parents from Tapestry being online means they will have secure access (via a website which they login to using their email address and a password) to their child's Learning Journey and, in addition to viewing our contributions, we encourage parents to add to it by uploading photos and comments, or commenting on observations made by us.

Pinvin Community Pre-school have their own secure Tapestry website, which once parents have provided the pre-school with an e-mail address, we will be able to set them up with an account. We will also give them detailed information on how to view/use their child's Learning Journey. If they do not have access to e-mail their child is still able to have an online Learning Journey which they can access through the use of pre-school computer equipment during specific dates throughout the year. At the end of your child's time with us we will supply you with an electronic copy of the journal.

CONSENT

I give permission for Pinvin Community Pre-school to create an on-line Tapestry Learning Journey for my child.

Child's name

The email addresses I would like to have linked to my account are;

Important Information

Due to safeguarding regulations, as a setting we need to decide on how we use and share photo observations.

We do have a detailed camera image policy which is found in our policies and procedures, these can be found on our website www.pinvinpreschool.org or you can request to see them in the setting. Although our policy is effective, we feel we need more specific direction with group photos that are sometimes used when evidencing your child's day. We feel it is important for you to see your child's relationships with their peers and to also see the fantastic group activities that we hold such as Harvest festival, visits, and special occasions. We do have the option to pixelate out other children in your child's learning journal but feel this would be very impersonal and then difficult for your child to share their learning journal with you.

We therefore ask for you to read and sign the following guidelines which aim to respect everyone's wishes.

Agreed guidelines for accessing and using Tapestry 'Online Learning Journeys'
As a parent I will;

- Give permission for my child's image to appear in photographs or videos in other children's learning journals.
- Not publish any of my child's or other children's observations, photographs or videos on any social media site. (If this agreement is broken you will lose access to your child's on-line learning journal).
- Keep the login details within my trusted family.
- Speak to a member of staff if I experience any difficulties accessing my child's learning journey.

I agree to the guidelines:

Print name: _____

Name of child: _____

Signature: _____ Date: _____

PINVIN COMMUNITY PRE-SCHOOL

OFFSITE VISITS

We believe that all children benefit from being taken out of the setting to explore their local surroundings or go on visits/outings to other suitable venues. These activities enhance children's learning experiences.

Our Aim

- ✓ To enhance curricular and recreational opportunities for children in our care.
- ✓ Provide a wider range of experiences for our children than could be provided in the setting.
- ✓ Promote the independence of our children and enable them to grow and develop in new learning environments.
- ✓ To ensure we keep our children safe and secure whilst exploring outside of the setting.

Recent outings have included;

- ✓ Visit to local church and farm
- ✓ Visits to Pinvin First School
- ✓ Daily Nature works in the village
- ✓ Weekly visits to Pre-school forest school and allotment
- ✓ 2 weekly visits to residential care home

All trips are fully risk assessed and you will be given full information beforehand of any such outings. Some trips may involve walking to venues or taking a coach/minibus to our destination. We use reputable companies who provide age appropriate seating, meeting statutory health and safety requirements.

Specific consent forms will be available for outings outside of the village; however, the consent form below is for those parents who are happy for us to go on shorter offsite visits such as to First school, the local church, forest school and nature walks in the immediate vicinity.

CONSENT	
I give consent for my child to participate in offsite visits around the local village of Pinvin	
Child name	Sign and print here

PINVIN COMMUNITY PRESCHOOL

SUN POLICY

Pinvin Community Pre-school will make every effort to ensure that both staff and children are able to enjoy the sun safely by taking the following steps:

All parents are asked to provide their child with suitable dress, headwear and sun cream to ensure their child's safety in the sun. We would recommend that as a minimum, children wear a hat, cover their shoulders and wear enclosed shoes during periods of hot weather.

Parents are requested to apply sun cream to their child BEFORE their child arrives at preschool.

Parents will be asked to bring in a named bottle of sun cream, which is kept in the sun cream box in the foyer. The below consent form will authorise pre-school staff to apply sun cream, staff will help children re-apply their own sun cream after lunchtime if staying for a whole day. Children will not be allowed outside after lunch unless pre-school have received the parental consent slip below.

Wherever possible, staff and children will avoid going outside to play in direct sunlight and will provide shaded areas in hot weather.

A jug of water and cups will be placed outside on hot days and the children encouraged to access this to keep them hydrated.

All children will be requested to wear sun hats and we have a supply should your child forget their own.

Staff will plan experiences to help children understand the dangers of playing out in the sun and how they can avoid sun burn through wearing appropriate clothing and sun cream.

Child Name	
I the parent/guardian of the child named above, hereby give permission for sun cream to be applied to my child as and when necessary. I understand the above policy and will comply with the above requirements.	
Please sign and PRINT your name here	

PINVIN COMMUNITY PRESCHOOL CONSENT FORM FOR USE OF IMAGES (Photographs, videos, DVDS & digital images)

There are many occasions when staff and parents will want to take photographs of children. Such occasions include everything from observation, evidence, assessment and as a memory of your child's experience here with us. The intention of this document is to set out clear guidelines which will balance the use of photography as a source of pleasure and pride with the need to safeguard children and protect the rights of the individual.

Photographs and/or video recordings of children may be taken whilst they attend the setting to celebrate their achievements and successes and as evidence of their progress and development. Still or moving images may be published in our printed publications (e.g. welcome pack, newsletters) and /or on our pre-school website. They may also be used to promote the good practice of the setting to other Early year's providers. Children's names will never be published alongside their photograph external to the pre-school. Names may be used internally, for example on a display. Electronic images, whether photographs or videos, will be stored securely on our pre-school computer which is only accessible to authorised users.

Before using any photographs/videos of your child we need your permission. Please answer the questions below, then sign and date the form where indicated.

May we use your child's photograph in printed publications?	Yes/No
May we use your child's photograph on our website?	Yes/No
May we allow your child's photograph (e.g. as a record of an event) to be used for publication in a newspaper?	Yes/No
May we use any photograph or video of your child internally as part of regular activities and work in the setting?	Yes/No
May we use any photographs or video containing your child to share good practice with staff from other settings?	Yes/No
We like to upload photographic evidence of activities and successes to Tapestry, sometimes there will be other children in these. Are you happy for other parents to see your child in such group photos/videos?	Yes/No
<p>This form is valid from the date of signing until your child leaves the setting. On your child leaving the setting photographs will be securely archived however photographs used for publicity purposes may continue to remain in circulation after your child has left the setting.</p> <p>We understand that parents will wish to record events by taking photos/videos, we are happy to allow this on the understanding that such images are used for purely personal family uses and not placed on social media sites.</p>	
Sign and PRINT here	Date

TRANSFER OF INFORMATION SHEET FROM SETTING TO SETTING

Child name	
DOB	
Moving from	
Date of moving to Pinvin pre-school	
Key person at old setting	
Reason for move	
<i>Contact details for previous setting</i>	

To ensure the smoothest transition for your child we would like to contact the previous setting to gain an insight into your child's pre-school experiences and seek any information which will contribute to a seamless transition.

I give my consent for Pinvin pre-school to contact the above setting to discuss my child's experiences.

Print name	
Signed	

PINVIN PRESCHOOL

NAPPY BARRIER CREAM

At Pinvin preschool we value the welfare of all our children in our care whether in nappies, potty training or dry. At times some children become sore and it is advisable to apply barrier cream to help the child feel more comfortable.

If your child becomes sore and you would like us to apply your own barrier cream, you will be asked to bring in a named pot/tube of non-prescribed barrier cream, which will be kept with your child's changing bag on their peg and inform your child's keyworker.

The below consent form will authorise Pinvin preschool staff to apply the cream when required and will record in the toileting book which is located in the foyer.

Child Name	
I the parent/guardian of the child named above, hereby give permission for non-prescribed nappy barrier cream to be applied to my child as and when necessary.	
Please sign and PRINT your name here	

Covid-19 Response

I/we have read and understood Pinvin Community Pre-schools response to Covid-19.

We recognise as government guidance changes so may the early years provision in order to keep children, families and staff safe.

Printed name	
Signature	
Date	
Printed name	
Signature	
Date	
Printed name	
Signature	
Date	