Office use only: Induction date: **Induction given by:** **Start date:**

Beavers Lodge Playgroup
Salisbury Road Hounslow Middlesex TW46BE

Tel: 02085773112
http://blp.greenhousecms.co.uk/
Email: playgroupbeaverslodge@gmail.com

Child's name		Family/Surname	
Preferred Name	Pronunciation	Girl	Boy
Date of Birth		Nationality	

Who does the child stay with? Who has the parental responsibility?

Who will be collecting the child from the play group? We shall not send the child with any one unless we are informed by the parents in advance and have been introduced the person before the day.

Your email

Position of your child in the family:

Please provide a password for checking the identity of the person (if unknown to us), who will come to pick up your child.

Adult Contacts: - Please include both parents, starting Mr, Mrs, Miss, Dr, or other title.

Name Mother/ Father/ Guardian/Parent1/ Carer 1	**Name Mother/ Father/ Guardian/ Parent 2/ Carer 2**
Address	Address
Home phone	Home phone
Mobile phone	Mobile phone
Work Phone	Work Phone

Name Relative/Carer/Neighbours phone number and Address (to be contacted only in case of an emergency)

1……
……

2……
……

Religion……Ethnicity……..
……Nationality……

What language does your child speak most easily and what are the other languages spoken at home?

…… ……. Does your child have any health conditions that affect them? Allergies, Asthma or have they had a past condition that may affect them now?

Does your child have any additional needs for which he/ she may need additional support in the setting i.e. Speech and language.

What special support will he/ she require in our setting?

Have you had your two year old hearing and sight test?

Is your child taking any medication on a regular basis?

Is your child known to any agencies? – e.g. Physio, Speech and language, portage, Occupational therapist or child development clinic.

Is your child in receipt of Disability Living Allowance (DLA)?

Is there anything that your child should **not** eat? For religious reasons or food allergy?

…… ……

Agency Involvement (Learning Support, Social Services, Medical, Family Centre, Asylum /Refugee)

Agency date comment

Does your family have a social care worker for any reason? (Yes/ no) (delete)

Name:- ---------- Based at: ----------

Telephone number:- ----------.

What is the reason for the involvement of the social care department with your family?

Medical Information: Doctor's name.....

Phone no: ..... Address: .....

.....

Health Visitor's name and address: -

Child's NHS number: _____

Please read and sign each consent: Please circle where necessary

I give permission for my child to go on **Outings** during playgroup hours. YES NO

Sign and date:

I give permission for my child to take part in all **Activities** within playgroup hours. YES NO

Sign and date:

I give permission for my child's Photo to be taken for development of their records for display purposes in all activities within playgroup settings and for student's professional portfolio development. YES NO

Sign and date:

I give consent for the setting to share development summaries/ trackers to the next providers/ school, my child attends. YES NO

Sign and date:

Emergency Treatment I give permission for my child to receive emergency treatment if it is necessary within playgroup hours. I understand in the event of any such emergency / accident I shall be contacted without any unnecessary delay. YES NO

Sign and date:

I/we have been provided with details of the setting's policies and procedures, including the policies of uncollected children. I understand the consequences as has been described in the policy. I have been provided with the policy of Information Sharing procedures and understand that there may be circumstances where information is shared with other professionals or agencies without my consent. I confirm that I have been given the address of the setting's website to check further information. YES NO

Sign and date:

I confirm that I am happy for you to display the following information regarding my child on the settings notice board so that it is readily available in case it is needed.
I fully understand and accept that this information may be visible to other parents, members of staff and visitors. YES NO

Sign and Date

Any comments you want to add? _____

If your child has attended other playgroup or any other setting please give details below:-

Start/finish date	Name and address of the playgroup (telephone number if known)

Any other information you feel is relevant to us about your child for example, what they like, or what fears they may have, any special words they use or what comfort they may need and when.....

What toys does your child like to play with?

.....

What would you like the setting to know about your child?

_____

_____

_____

We want to make sure that all children do as well as they can in their early years but we know that many children need extra help in order for this to happen. Childcare Providers can now get extra funding called th Early Years Pupil Premium (EYPP). We want to use this funding to add to what we currently offer and all ou children will benefit as a result.

If you get any of these benefits we may be able to get extra funding:

- Income Support
- Income-based Jobseeker's Allowance
- Income-related Employment and Support Allowance
- Support under Part VI of the Immigration and Asylum Act 1999
- The guaranteed element of State Pension Credit
- Child Tax Credit, (provided you are not also entitled to Working Tax Credit and have an annual gross income of no more than £16,190)
- Working Tax Credit 'run-on' - the payment someone may receive for a further four weeks after they stop qualifying for Working Tax Credit

We may also be able to get the extra funding if your child:

- has been Looked after by the local authority for at least one day
- has been adopted from care
- has left care through special guardianship
- is subject to a child arrangement order.

In order to process this information we require your NI numbers.

Father's / Parent 1 Name: _____ Date of Birth _____

Ni Number_____

Mother's / Parent 2 Name: _____ Date of Birth _____

Ni Number_____

Ethnic Origin
Asian or Asian British □ Indian □ Pakistani □ Bangladeshi □ Any other Asian background Black or Black British □ Caribbean □ African □ Any other Black background Chinese □ Any other ethnic background ----------White □ British □ Irish □ Traveller of Irish Heritage □ Gypsy/Roma □ Any other white background Mixed □ White and Black African □ White and Black Caribbean □ White and Asian □ Any other mixed background
Main Religion
Catholic □ Christian □ Islam □ Hindu □ Sikhism □ Jewish □ Buddhist □ Atheist □ Do not wish to disclose Other

Days and times of attendance:----------

Any information you share with me will be kept completely confidential
Please bring the following documents when submitting the form:

1. Birth Certificate/ Pass port of the child (Proof of Date of Birth)
2. Child's Red Book (for medical and health records)
3. Any letters or doctor's reports/ referrals from any agencies.
4. Any letters/ Vouchers from local Authority.
5. A document for proof of address.

*Please bring your child along with you for induction session.

* Please call the office to book your induction session.

Please check our policies and "What to expect, when?" a document supported from department of Education

Privacy notice

(This Playgroup is run by a management committee from Beavers Community Primary school)

Sonali Mukherjee (Manager)
Salimah Merchant (Deputy Manager)

Introduction

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

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

What personal data do we collect?

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

Personal details that we collect about your child include:

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

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

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

Personal details that we collect about you include:

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

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

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

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

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

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

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

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

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

Who we share your data with

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

- Ofsted – during an inspection or following a complaint about our service
- banking services to process direct debit payments
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker for 2 year old free childcare places and 30 hours free childcare places.
- our insurance underwriter
- our setting management committee.
- the school that your child will be attending

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with us.
- to protect your child and other children; for example by sharing information with social care or the police;
- it is necessary to protect ours and others rights, property or safety

.

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

How do we protect your data?

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

We store our data in a locked cabinate.

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

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

Automated decision-making

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

Your rights with respect to your data

You have the right to:

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

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how [I/we] handle your data please contact [me/us]. If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with [me/us], you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

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

Signature: _____ Date: _____

Print Name: _____

Your Child's / Children's name (s) _____

_____

This leaflet explains why we need to ask you for your consent to any photographs of your child while at Beavers Lodge playgroup. When you have read the letter, you should fill in and return the form attached to let us know your wishes.

Generally, photographs for school and family use, and those that appear in the press, are a source of pleasure and pride, which we believe can enhance self esteem for children and young people, and their families, and so are to be welcomed. Children love to have their work instantly uploaded to our website or school media pages, and the response from parents, who can see what their child is doing in school on a regular basis, is fantastic.

However, we live in an age in which digital technology has vastly increased the use, and potential misuse, of photography, and there has been publicity surrounding concern about the safety of filming school events, and about the risk of a child being identified by a photograph, and as a result being targeted for abuse.
We have taken the view that the risk of a child being identified by a stranger and felt that the risk is so small that, providing reasonable steps are in place in terms of playgroup security, planning to ensure an appropriate photograph, and to protect the full name and contact details of children, the practice of photography for playgroup events by families and the media, should continue.

We are mindful of the fact that for some families, there may be reasons why a child's identification is a matter of particular anxiety, and if you have special circumstances either now, or at any time in the future which would affect or change your consent on this issue, you need to let the school office know straight away.

PLEASE BE AWARE THAT UNLESS THIS FORM IS RETURNED, WE WILL BE UNABLE TO USE PHOTOGRAPHS OR VIDEOS OF YOUR CHILD ON OUR WEBSITE, IN PUBLICATIONS OR LOCATIONS OUTSIDE OFTHE PLAYGROUP.

Conditions of School Use

This form is valid for the duration your child remains at Beavers Lodge playgroup.

- It is your responsibility to let us know if you want to withdraw or change your agreement at any time.
- We, the school, will not use the personal details or full names (which means first name and surname) of any child in a photographic image on video, on our website, in our school prospectus or in any of our other printed publications.
- We will not include personal e-mail or postal addresses, or telephone numbers on video, on our website, in our school prospectus or in other printed publications.
- We may include pictures of pupils and teachers that have been drawn by the pupils.
- We may include, if selected, work from pupils.
- We may use group or class photographs or footage with very general labels, such as “a science lesson” or “making Christmas decorations”.
- We will only use images of pupils who are suitably dressed, to reduce the risk of such images being used inappropriately.
- We will take videos of your children with their teachers for teacher’s training purposes
- Occasionally we will use the videos and photographs of your child/ children with other settings and outside agencies for training and development purposes in local training sessions outside our playgroup.

Parental Consent Form

Name of Child:……

From time to time, we may take photographs of the children at our school. We may use these images in our school’s prospectus or in other printed publications that we produce, as well as on our website or school media accounts. We may also make video or webcam recordings for school-to-school events, monitoring or other educational use or share on the website or school media accounts.

Occasionally, our playgroup may be visited by the media who will take photographs or film footage of a visiting dignitary or other high profile event. Children will often appear in these images, which may appear in local or national newspapers, or on televised news programmes.

To comply with our privacy agreement we need your permission before we can photograph or make any recordings of your child.

Please answer questions 1 to 6 below, then sign and date the form where shown.

1. May we use your child's photograph (unidentified) in the school prospectus and other printed publications /displays/ that we produce for promotional purposes? **Yes / No**

2. May we use your child's image (unidentified) on our website/social media pages? **Yes / No**

3. May we use, if selected your child's work on our website/social media pages? **Yes / No**

4. May we record your child's image (unidentified) on video

   Yes / No

5. Do you consent to your child's image and name being published with a press photograph? **Yes / No**
6. Do you consent to take your child's video/ photographs to be used for training and development purposes outside our setting? **Yes/ No**

Please note:

Websites can be viewed throughout the world and not just in the United Kingdom.

Unidentified above means we will not use the full name of the child.

Conditions for use of these photographs are on the back of this form.

I have read and understood the conditions of use included on this document and on the back of this form.

Signature …… (Parent/Carer)

Date: ……

THIS FORM MUST BE RETURNED TO ENABLE PHOTOGRAPHS OR VIDEOS OF YOUR CHILD TO BE USED ON OUR WEBSITE, IN PUBLICATIONS OR LOCATIONS OUTSIDE OF SCHOOL FOR EDUCATION AND TRAINING PURPOSES.

Consent form for Oral/ Dental Health

Dear Parent/Guardian,

NHS Dental Team will be visiting Beavers Lodge Playgroup offering supervised tooth-brushing.

Supervised tooth brushing at nurseries/schools has been shown to be effective at improving children's oral health.

The child will be brushing their own teeth under the supervision of our trained staff. It is important to note that this is not intended to replace tooth brushing at home. Brushing twice a day (and especially before bedtime) is important in order to prevent tooth decay, which is caused by plaque formation and food particles staying in contact with the teeth over a prolonged period of time.

It is FREE for your child to take part – all you need to do is complete and return this form to Beavers Lodge Playgroup

Yours sincerely,

Hounslow Oral Health Promotion Team
Staff at Beavers Lodge playgroup

CONSENT FORM:

I have read and understood the information above regarding the supervised tooth-brushing.

Please tick the appropriate box below:

Yes, I agree to my child taking part in the supervised tooth brushing ☐

No, I do not want my child to be included ☐

Has your child visited a dentist in the past 12 months? Yes☐ No☐

Child's Full Name: ……

Class: ……

Signature (Parent/guardian): ……

Print name (Parent/guardian): ……

Date: ……