



Enstone Pre-School
The Portakabin, Oxford Road,
Enstone, Chipping Norton, Oxon. OX7 4LP
Telephone: (01608) 677192
Email: enstonepreschool@gmail.com
Charity Number: 1027774

Profile Record Book / Registration Form
ALL ABOUT ME

My full name is

(although most people call me) _____

I was born on the ___ / ___ / ___ Gender _____

Birth Certificate Seen? Yes No

I live at

Name of Parent(s) / Carer(s) with whom I live

Family Details

Contact details 1 (including emergency information)

Parent/Carer full name _____

Relationship to child _____

Daytime/work telephone number _____

Home _____ Mobile _____

Home Address _____

Work Address _____

Email address _____

This parent/carer has/has not parental responsibility

Contact details 2 (including emergency information)

Parent/Carer full name _____

Relationship to child _____

Daytime/work telephone number _____

Home _____ Mobile _____

Home Address _____

Work Address _____

Email Address _____

This parent/carers has/has not parental responsibility

Contact details 3 (including emergency information)

Parent/Carer full name _____

Relationship to me _____

Daytime/work telephone number _____

Home _____ Mobile _____

Home Address _____

Work Address _____

This parent/carers has/has not parental responsibility

Other person(s) with legal contact - To be completed where those persons with parental responsibility are separated and an S8 Order is in place

Name _____

Address _____

Contact telephone numbers _____

Relationship to child _____

What are the contact arrangements that we need to be aware of? _____

I have _____ brother(s) and _____ sister(s)

They are called _____ dob _____

and _____ dob _____

and _____ dob _____

Emergency contact details if my parents/carers are unavailable

Contact 1 - Name _____

Relationship to child _____

Address _____

Daytime/Work Telephone _____

Home _____ Mobile _____

Contact 2 - Name _____

Relationship to child _____

Address _____

Daytime/Work Telephone _____

Home _____ Mobile _____

In addition to my parent(s) the following people are authorised to collect me from pre-school at any time (must be over 16 years of age)

Name _____ Tel. _____

Relationship to child _____ Mobile _____

Name _____ Tel. _____

Relationship to child _____ Mobile _____

Name _____ Tel. _____

Relationship to child _____ Mobile _____

Password to be used by authorised persons _____

If anyone other than those listed above are collecting me from pre-school you will be advised in writing. I will also inform you of any court orders affecting access rights.

My first language is _____

My second language is _____

My nationality is _____

My religion is _____

This means that... (please specify any festivals or special occasions celebrated in your culture that your child will be taking part in and that you would like to see acknowledged and celebrated at pre-school?)

My Family Doctor is _____
at _____
_____ Tel. _____

My Health Visitor is _____
at _____
_____ Tel. _____

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 immediately. Emergency services will be called as necessary and I understand my child may be taken to hospital accompanied by a member of staff from Enstone Pre-school for emergency treatment and that health professionals are responsible for any decisions on medical treatment in my absence.

*Please note that due to our cultural / religious / beliefs / allergies etc the following treatments should not be given:

Carers Signature **Parent 1** _____

Parent 2 _____

My immunisations are/are not up to date (please specify)

I suffer from the following medical conditions:

I have the following medical requirements/needs

I will need the following special support

I have the following dietary requirements/needs

Here is some information from my 'Personal Child Health and Development' Record Book, which you may find useful: _____

I have/have not* had my Progress Check at Age Two completed by my Health Visitor (*please delete)

If yes - Here is some information you may find useful: _____

I have/have not* had my Progress Check at Age Two completed by my previous nursery/pre-school setting? (*please delete)

If yes - Date completed was _____

Name of setting: _____

(Please show my key person a copy of the report)

If your child is aged three years or over, does he/she have any difficulty with any of the following (please tick if applicable)

- | | |
|---|--|
| <input type="checkbox"/> Speaking and communicating | <input type="checkbox"/> Listening and attending |
| <input type="checkbox"/> Understanding simple instructions | <input type="checkbox"/> Eating and drinking |
| <input type="checkbox"/> Sitting and sharing a book | <input type="checkbox"/> Walking and climbing |
| <input type="checkbox"/> Rolling a ball | <input type="checkbox"/> Holding a crayon |
| <input type="checkbox"/> Putting on their shoes and socks | <input type="checkbox"/> Using the toilet |
| <input type="checkbox"/> Socialising with adults and other children | |

Any other concerns _____

I previously attended the following groups*

I am also attending the following groups*

and give you authority to liaise with them.

(*Please show my key person all my previous reports and records)

Personal Care Policy

Oxfordshire County Council's personal care policy states:-

"Children and their families cannot be excluded, or treated less favourably because they have personal care needs - for example, wearing nappies, having occasional 'accidents' or needing support with personal care. All settings have a duty of care to their children and this includes attending appropriately to personal care needs."

At Enstone Pre-School, we are keen to work together with parents/carers/families so please do keep us informed of your child's progress so that we can work with you and help you with any further development plans e.g. potty training, star/reward schemes etc. We also have a selection of useful information which can be found in our 'Nappy Changing' Policy and/or potty training leaflets. Please ask for a copy. Also, to help "ensure that children are protected and staff are free from potential allegations of abuse", Oxfordshire County Council recommends that parents sign an agreement to allow staff to change their children. We would therefore be very grateful if you could complete and sign the appropriate sections on the agreement form below and return to us as soon as possible. Thank You.

If you have any queries or would like further information please feel free to talk to any member of staff or ask to read Enstone Pre-School Procedure 6.4 'Nappy Changing'

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Please sign and complete relevant sections and return

Child's Name _____

Please accept this letter as authority for authorised members of staff to:

- Change my child's nappy

(sign)

- Change my child's clothes

(sign)

- Call me, as I would prefer to come and change and change my own child's nappy

(sign)

- Call me, as I would prefer to come and change my own child's clothes

(sign)

My telephone / contact numbers (s) are _____

Parental / Guardian Permission Slips

Photography - At Enstone Pre-School we find that photographs, videos and/or oral recordings are a really useful source of recording what your child/ren have been doing at pre-school, what they've learnt, the activities which we've enjoyed etc. and we all enjoy looking back through the pre-school albums, wall displays and LearningBook Journals every term.

Internet Access - We also find it useful to access information with your child/ren in relation to purposes of promoting your child/ren's learning through the internet.

Only cameras supplied by the setting and/or LearningBook Smart Tablets are used for the purpose of recording images/speech. Only the pre-school lap top is used for the purpose of searching the internet. The laptop has virus protection and has parental settings to ensure that inappropriate material cannot be accessed. An 'Online Safety Risk Assessment' is regularly completed and only vetted staff with a satisfactory DBS check are allowed to use any of our ICT equipment.

Following our procedures as outlined in our Pre-school Policy, No. 1.6 'Online Safety' and 1.8 'Online Learning Journals', we would ask you to complete the following authority form indicating whether or not you give permission for pre-school staff to search the internet and/or take photo's, video's, sound recordings of your child/ren for general and individual use.

I/We give Enstone Pre-school Staff my/our permission to..... (please tick)

- Take individual images of my child with the pre-school camera during session times for my child's individual learning and development records; our general curriculum records; photograph album; digital photo frame; pre-school books; wall displays

Yes No

- Take photographs which may include my child's image at group occasions such as special events / outings / concerts / plays / Christmas party / summer picnic etc. for use with general wall displays; photograph album; digital photo frame; pre-school curriculum books

Yes No

- Use photographs of my child on Enstone Pre-school's Website *

Yes No

- Take individual photographs, videos, oral recordings on LearningBook Smart Tablets for use with my child/ren's individual Online LearningBook Journal

Yes No

- Allow vetted staff to access the internet with my child for the purposes of promoting their learning

Yes No

Whilst staff take every care not to include other children in individual LearningBook observations occasionally this does accidentally happen. Do you give permission for your child's

image to appear in other children's learning journals as either a photograph or as part of a video in these rare instances?

Yes

No

I confirm that I understand that parents do not have a right to photograph anyone else's child or to upload photos or videos of anyone else's children.

Signed: _____

***Please note, that if we would like to use any image of your child for training, publicity or marketing purposes, we will always seek your written consent for each image we intend to use and ensure safeguarding risks are minimised by following our policy procedures and risk assessment.**

Pre-School Outings

At Enstone Pre-School we like to encourage the exploration of our local environment, and sometimes this involves trips out into the local surrounding area, village and sometimes further afield. Any structured / organized visits will often involve parental supervision, ensuring adequate adult: child ratios, as well as initial staff risk assessments. You will normally be advised of these large group trips and outings by letter, which will include a specific outing authority. For local outings during sessions we would be obliged if you could complete the following authority.

I give */ do not give * permission for my child/ren : _____ to go on local pre-school outings provided that a risk assessment has been made and that an adequate adult : child ratio is maintained at all times. This authority includes outings to:

* Enstone School hall

* Enstone School Class One

* Enstone School Playground

* Enstone School Garden and Pond

* Enstone Village Park and Playing field

Signed _____

Dated: _____ / _____ / _____

* Please delete as appropriate

If you have any queries and / or concerns regarding the above authorities please do have a chat with your child's key person or the Pre-School Supervisor.

Footsteps Child Pedestrian Scheme

Parents Consent Form

Your child has been given the opportunity to take part in child pedestrian training, Footsteps. Please complete the slip below to indicate whether or not you wish your child to participate and return it to your child's teacher/supervisor. If this form is not returned your child will not be able to participate in Footsteps.

All tutors are trained by Oxfordshire County Council's Footsteps Co-ordinators and are subjected to an Enhanced Disclosure by the Criminal Records Bureau.

Footsteps Child Pedestrian Scheme – Parents Consent Form

I agree / do not agree to my child taking part in Footsteps, Oxfordshire County Council's child pedestrian scheme.

Medical Information

Does your child suffer from any condition requiring medical treatment, including medication? Yes No

If yes, please give details

Is your child allergic to any medication? Yes No

Does your child have a special need? Yes No

If yes, please give details

I undertake to inform the teacher/supervisor or Footsteps tutor as soon as possible of any changes in medical circumstances of my child.

Signed Date



Here are some more personal details about me, which you might find useful e.g. special words, comforters, fears etc.

I can do these things all by myself

I can use these things

What I like doing best is

I am really happy when

I get upset when

I am angry when

I would like to tell you about

I am a bit worried / concerned about

Other useful information

Sessions

I would like to attend the following sessions

Monday	9-12noon <input type="checkbox"/>	Lunch Club 12noon - 1pm <input type="checkbox"/>	1pm - 3pm <input type="checkbox"/>
Tuesday	9-12noon <input type="checkbox"/>	Lunch Club 12noon - 1pm <input type="checkbox"/>	1pm - 3pm <input type="checkbox"/>
Wednesday	9-12noon <input type="checkbox"/>	Lunch Club 12noon - 1pm <input type="checkbox"/>	1pm - 3pm <input type="checkbox"/>
Thursday	9-12noon <input type="checkbox"/>	Lunch Club 12noon - 1pm <input type="checkbox"/>	1pm - 3pm <input type="checkbox"/>
Friday	9-12noon <input type="checkbox"/>	Lunch Club 12noon - 1pm <input type="checkbox"/>	1pm - 3pm <input type="checkbox"/>

I could/could not help on rota (Please complete attached questionnaire)

When I get older I think I would like to go to:

_____ Primary School

Professionals

Please list below any professionals involved with your child (other than your doctor, health visitor and other educational / nursery establishments previously mentioned):

Name 1	_____	Role	_____
Agency	_____	Tel.	_____
Name 2	_____	Role	_____
Agency	_____	Tel.	_____
Name 3	_____	Role	_____
Agency	_____	Tel.	_____

Does your child have a social care worker for any reason?

Yes / No (delete)

Name _____ Telephone _____

Address _____

What is the reason for their involvement?

Does your child have a child protection plan and/or Court Order?

Yes / No (delete)

(If so, we will need to see official documents and the protection plan or court order should be discussed with your key person / pre-school supervisor)

I/We have been provided with details of Enstone Pre-school's Early Years Prospectus for parents with details of the groups policies and procedures. The policies and procedures have been explained to me, including the Information Sharing Policy, and I understand that there may be circumstances where information is shared with other professionals or agencies without my consent.

I/We understand and agree to the Terms and Conditions regarding the payment of Pre-school Fees as set out in the Pre-school Fees/Fee Payment Policy. Should I/We wish to cancel any 'fee paying' sessions and/or lunch clubs, I/We will give at least one month's notice, otherwise payment will be required in lieu of notice.

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

Parent 1 _____

Parent 2 _____

Dated ___ / ___ / ___

Equalities monitoring form

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

- White British
- White Irish
- White Other
- Black British
- Black African
- Black Caribbean
- Black Other
- Bangladeshi
- Pakistani
- Indian
- Asian Other
- Chinese
- Chinese Other
- White and Black Caribbean
- White and Black African
- White and Black Asian

Other please state _____

Does your child have any specific Special Educational Needs, Learning Difficulties or Disabilities?

Yes/No

If yes, what special support will be required in our setting?

This can be discussed further with our Supervisor.



Enstone Pre-School Rota Questionnaire

Would you be willing / are you able to help on our 'rota' list? Yes No

If 'yes' : Whole Session Part of a session

A 'term' is usually 6-7 weeks long. How many sessions a term would you be prepared to help at? _____

What days of the week would be convenient / more suitable? Mon Tues Wed Thurs Fri

What activities do you think you would especially enjoy helping at?

Do you have any skills / talents that you think we could use? (e.g. Musical, Artistic, ICT/Computer, Football, Cooking, Woodwork, Gardening etc).

Would you be able to spare $\frac{1}{2}$ an hour now and again to do specific tasks e.g. read books, help teach road safety, put equipment away / wash up etc?

Yes No

If you are unable to help on our 'rota' list please explain / give reasons:

Any other comments / ideas?

Whilst helping on 'rota' you may experience, observe and/or hear behavior/information of a highly personal nature. Anything seen or heard during sessions should be kept confidential and should only be discussed with staff members or the chair of the committee. We would ask you to respect the Pre-School's policies and procedures and allow staff to deal with any incidents. We would be grateful to receive your agreement to this by signing the following statement:

"I agree to respect the Pre-School's policies and procedures, and will respect the confidentiality of all the children and their families at the setting."

Signed _____ re ()

Enstone Pre-school's Privacy Notice

Management Committee

Enstone Pre-school, The Portakabin, Oxford Road, Enstone, Oxon, OX7 4LP

Telephone: (01608) 677192

Email: enstonepreschool@gmail.com

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, dietary and medical needs, development needs, and any special educational needs, personal characteristics such as your ethnic group, religious beliefs, family circumstances, first language, attendance record as well as any information about your child's interests and likes/dislikes which can help with settling a child into our setting or planning activities to support your child's teaching and learning.

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, email address 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 our setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, we will also record your child's activities for their individual learning record as well as group activities and wall displays, and for creating specific records and/or teaching resources such as a village walk, trip to the school pond, visits to Little Wild Things Woodland sessions, photographic rule book, visual timetable, World Book Day nursery rhyme book etc. These may include photographs and videos taken on both the pre-school camera and on our LearningBook SmartTablets. 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
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider LearningBook - in order to set up your child's Digital Learning Journey and provide you with log-in (password protected) access

- 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;

- your child is seriously injured or ill whilst in our care, we will share the necessary information with emergency services
- we work with other settings or agencies as required by the Early Years Foundation Stage to support your child's safety, well being, learning and development
- it is necessary to protect our/or others rights, property or safety
- we transfer the management of the setting, in which case we may disclose your personal data to the prospective buyer/replacement management committee or trustees, so they may continue the service in the same way.

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

How do we protect your data?

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

Storing all paper files, LearningBook SmartTablets and the Pre-school Laptop Computer in the Pre-school store cupboard which is always kept locked outside of Pre-school opening hours.

Our Pre-school laptop is password protected and it's security includes McAfee Antivirus.

Passwords are changed regularly.

Ensuring all staff understand their responsibilities.

Keeping only hard copies and deleting typed documents from our computer.

Downloading individual electronic copies of personal documents onto a disc labelled with child's name and storing securely in child's file if required.

Ensuring all personal data is retained as per Pre-school Learning Alliance / OfSted guidelines (see below) and that paper files are disposed of securely through a paper shredder.

Ensuring all staff are aware of our confidentiality and Information Sharing policies.

LearningBook will issue their own Data processing Agreement. This will form part of the agreement between themselves and all customers, stating in legal form their compliance with GDPR.

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or

until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

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

Automated decision-making

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

Your rights with respect to your data

You have the right to:

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

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

Changes to this notice

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



Enstone Pre-School Sweatshirt/T-Shirt Order Form

Please complete order details below and return, together with payment to Diane Wearing / Pre-School staff.

Cheques should be made payable to 'Enstone Pre-School'.

Child's Name: _____

Parent / Carer's Name: _____

Contact telephone number: _____

Description	Size (please circle)		Price	Quantity Req'd.	Total £
Navy Sweatshirt	Age 3-4	5-6	£8.30		
Red Sweatshirt	Age 3-4	5-6	£8.30		
Navy Polo T-Shirt	Age 3-4	5-6	£8.20		
Red Polo T-Shirt	Age 3-4	5-6	£8.20		
Navy T-Shirt	Age 3-4	5-6	£4.95		
Red T-Shirt	Age 3-4	5-6	£4.95		

Plus Postage and Packing £3.00

Total value of order £