

## Welcome to Croft Early Years and Breakfast Club

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## Prospectus

### Croft Early Years and Breakfast Club

#### Mission Statement

**Our aim is for all children to have a sense of belonging, to be valued and cared for.**

*At Croft Early Years and Breakfast Club we believe that all children are individuals. Children deserve a safe, secure and happy environment. Each child's learning and development will be supported to their full potential and at their own pace.*

#### **Croft Early Years and Breakfast Club will aim to:**

- Provide a safe and happy setting for all children.
- Form positive relationships with children and adults.
- Give the children the best quality environment for learning.
- Provide positive role models.
- Respond to individual needs.
- Work in partnership with parents and the community.

#### **We offer your child:**

- An individual early year's curriculum.
- Fun and friendship with children and other adults.
- The support of a key person at both our Early Years setting and the Breakfast Clubs.
- Opportunities for you and your family to be directly involved in the activities of the setting and in your own child's progress.
- To provide a happy, enjoyable and secure environment where parents and carers feel confident to leave their children.
- To provide positive experiences for the children.
- To provide positive role models to encourage high standards of behaviour.
- To be responsive to individual needs.
- To work in partnership with parents and the community.
- To offer and serve a variety of healthy food and drink.

The happiness, well-being and education of each child are of utmost importance. Croft Early Years provides a broad, balanced, play-based and relevant education, which is developmentally appropriate to enable all children to progress towards achieving the development targets as outlined in the EYFS curriculum. Each child's individuality is respected, they are treated with kindness, patience and courtesy, enabling them to learn and develop with confidence, fostering self-esteem and consideration for others. We aim to work towards a close, positive relationship with parents, carers, grandparents and other early year's providers supporting each child in their learning journey while they attend our setting. This starts with each child's Learning Journey which begins with parents, carers and children telling us all about themselves.

Croft Early Years has been established since 1967 and is managed by Parent Trustees. We are a registered charity. Our Charity Registration Number is 1156075. Croft Early Years is registered with and inspected by OFSTED. We are also part of Warrington Borough Council's Children's Services.

## Croft Early Years and Breakfast Club

Croft Early Years and Breakfast Club is registered with OFSTED.

Breakfast Club (St Lewis')	Monday – Friday morning	7.30–8.45am
		<b>(8.30 am for Pre School aged children)</b>
Early Years	Monday – Friday	8.30 - 5.00 pm

Our Breakfast Club offers 'term-time' only and 'before school' childcare for registered children. Breakfast Club opening times are stated below. At Breakfast Club, children are supervised within the school setting and handed over to a member of school staff in time for morning school. Session days cannot be changed, however, additional days can be booked and paid for if required. A notice period of 24 hours is required in writing to book additional sessions. Please enter school by the side door which leads directly in to Breakfast Club. All children must be signed in by the accompanying adult.

Croft Early Years offers education and care for children from the age of 3 months. The number of hours your child has each week can usually only be increased or decreased from the beginning of a half term. Please ask for further information should you wish to change your hours and/or session days. Any changes to days/sessions and times will become effective from the 1<sup>st</sup> day of the following month.

In case of cancellation, a notice period of 14 days is requested as a minimum. Sessions/hours may be offered on a temporary basis for a term. Additional days/hours can be booked and paid for in advance if required. A notice period of 24 hours is required to book these and will be dependent on the number of children already attending a session.

If your child is absent due to holidays or illness, fees will still be due. Exchange of sessions is not permissible except in exceptional circumstances and at the discretion of the Manager/Charity Trustees. Our holiday list is available on our website [www.croftpreschool.com](http://www.croftpreschool.com) Croft Early Years is currently open for up to 42 weeks per year.

Early Years is registered to take a maximum of 31 children per session.

### Staff

Penny H	Manager (Session queries) Safeguarding Designated Lead Officer
Bev S	Business Admin Officer (Funding queries)
Lynn R	Finance Officer (Invoice queries)
Sue B	Qualified Practitioner (Level 3) Safeguarding & Behaviour Co-ordinator
Kerry B	Qualified Practitioner (Level 3) First Aid & Tapestry Lead
Stef K	Qualified Practitioner (Level 3) Inclusion (SENCO) & Behaviour Lead
Kate V	Qualified Practitioner (Level 3) Equal Opportunities Well-being Lead
Liz B	Qualified Practitioner (Level 3) Bank Staff
Lisa B	Qualified Practitioner (Level 2) Health & Safety Co-ordinator
Kate U	Early Years Practitioner - Fire Warden & Health & Safety Co-ordinator
Janet S	Qualified Practitioner (Breakfast Club)
Jenny R	Qualified Practitioner (Breakfast Club)

All staff are DBS-checked, reference-checked and First Aid and Food Hygiene -trained.

<b>Staffing ratios:</b>	1 adult to 3 children under 2.
	1 adult per 4 children below age of 3.
	1 adult per 8 children aged 3 and over.

We occasionally have volunteers, students and bank staff, who work at our setting, both qualified and unqualified.

### Telephone numbers:

<b>Early Years</b>	<b>01925 764565</b>
<b>St Lewis' Breakfast Club</b>	<b>07866 873075</b>
<b>Warrington Family Information Service</b>	<b>01925 443131</b>
<b>OFSTED</b>	<b>0300 123 1231</b>
<b>Social Care Team</b>	<b>01925 443400</b>

### The Role of Parents

Croft Early Years and Breakfast Club recognise that parents are the first and most important educators of their children. We aim to work at all times in partnership with parents and carers. We value parents and carers contribution to the Pre School in helping in the session with activities, or by helping with the washing up of equipment and laundry. We encourage any parent to be part of Croft Early Years committee and take part in the management of the Organisation and to help with fund raising. We welcome parent's contribution to the development of the setting by their comments and suggestions regarding their own child and the Setting as a whole. Children attending the setting regularly go outside and at times, can get muddy and wet. When taking part in creative activities, children can get paint on clothes despite using aprons. Please be aware of this and dress your child in suitable and appropriate clothes and footwear.

### Parental Involvement

Children benefit most from early year's education when parent and settings work together in partnership. Our aim is to support parents/carers by involving them in their child's education and in the full life of our setting.

**Definition of Parent** as stated under the section 576 of the Education Act 1996 defines "parents" as:

- All natural parents, whether they are married or not.
- Any person who although not a natural parent, has "parental responsibility" for a child or young person.
- Any person who, although not a natural parent, has care of a child or young person (having care of a child or young person means that a person with whom the child lives and who looks after the child, irrespective of what their relationship is with the child, is considered to be a parent in education law).

**Parental Responsibility** means assuming all the rights, duties, powers, responsibility and authority that a parent of a child has by law. People other than a child's natural parents can acquire parental responsibility through:

- Being granted a residence order.
- Being granted a special Guardianship Order.
- Adopting a child.
- (In the case of step- parents) in agreement with the child's mother (and the parent if that person also has parental responsibility for the child) or as the result of a court order.

Where the child's parents are not married to each other, the child's father can gain parental responsibility:

- Through a "parental responsibility agreement" between him and the child's mother.
- As the result of a court order.

### **Partnership Links**

We have excellent links with both main feeder Primary Schools – St Lewis' and Croft Primary School. We have worked with other primary schools as well, including those outside the Local Authority, building excellent links particularly focusing on the transition to Reception Class and primary school life. These links take the form of visits to Reception Class, visits from the school's teaching staff, participation in school sports days, celebration assemblies and Christmas events. During the summer term our children will be able to visit the Reception Class in a small group and with the support of a member of staff, to join in a morning or afternoon activity at school.

We are continually building links with the wider community including Sure Start at Meadow View in Culcheth and the Woodlands in Birchwood, our local Health Centres and Toddler Groups, the Library Service, the Parish Council and a variety of people who come and visit such as the Emergency Services.

### **Registration**

An enrolment fee of £15.00 (£25.00 for siblings) is payable to cover administration costs and to secure your child's place. Also payable is the equivalent of two weeks fees prior to your child starting with us. This is to cover against any non-payment of fees and will be credited to your account at the end of your child's place with us. This fee includes regular newsletters being sent prior to your child starting at pre-school to keep you up to date with information and any cover needed to support the induction process. For children who only access FEYE hours the registration fee is not applicable. To register your child please complete the forms located at the back of this document (Enrolment, Parental Authorisation and Medical History form).

Please return to:

**Croft Early Years  
St Lewis School  
Mustard Lane  
Warrington  
WA3 7BD**

### **Fees**

Children under 2 years old are charged £6.10 per hour. This includes morning and afternoon snacks. Children this age are required to provide their own nappies, wipes and creams and food/meal for lunch time.

Children aged 2 years to 3 years who do not qualify for funding are charged £5.50 per hour. Additional hours can be paid for if you wish your child to attend for more than 15 FEYE hours at £5.50 per hour. Croft Early Years is currently open for up to 42 weeks per year. Attendance not covered by EEF funding will be invoiced. Parents are requested to pay a snack fee of £1.10 per full day or £0.55 per half day.

Children, who are funded via Early Education Funding EEF, are entitled to 15/30 hours per week of early education and care over 38 weeks. Croft Early Years is currently open for up to 42 weeks per year. Attendance not covered by EEF funding will be invoiced. A child is eligible for EEF funding from the term after they are 3 years old and additional hours can be paid for if you wish your child to attend for more than 15/30 EEF hours. Parents who choose to use their funding at another setting, are not yet entitled to the EEF or have more hours/sessions in a term than the FEYE allowance are charged £5.20 per hour. Parents are requested to pay a snack fee of £1.10 per full day or £0.55 per half day for the EEF funded hours.

Each child's attendance at Croft Early Years is conditional upon continued payment of any necessary fees.

**Please note:**

- All fees are invoiced monthly and are payable with 7 days of the invoice being issued. Fees are payable one month in advance. Invoices will be issued via email and it is the responsibility of parents and carers to ensure these are paid within the time frame. Fees cover rent, staffing, resources and equipment.
- Fees are payable for periods of absence.
- Croft Early Years reserves the right to alter fees at their discretion.
- If any parent or guardian has difficulty in paying fees or changes their email contact details, they should contact the setting Finance Officer or Manager in confidence.
- This procedure relates to all fees charged by the setting.
- **Step 1** - One invoice per month will be issued for the "booked sessions" and are payable within 7 days, one month in advance.
- **For extra sessions booked on an "ad-hoc" basis.** Payment must be made at the time of booking or on the same day.
- **Step 2** - If payment is not made, a reminder will be sent requesting payment within 3 working days.
- **Step 3** - Following this a final notice reminder will be issued to parents notifying them that their child's place at Pre School will be withdrawn if payment is not made within 3 working days.
- **Step 4** - A letter will then be issued withdrawing a child's place should fees remain outstanding. If a child's place is withdrawn and parents still wish their child to attend, payment must be made in full, prior to the child's name being placed on the waiting list.
- The family will be offered a place dependent on availability. Should this procedure have to be repeated due to unpaid fees, a waiting list place will not be offered.
- Any outstanding monies will be recovered via the Small Claims Court.
- Families with outstanding fees will not be eligible to join the Management Committee or become a Trustee of the Charity or vote on decisions that affect the setting.

If parents are early or late, without prior notice, from the beginning or end of the session, they will be charged for this time ad/or refunded entry until the booked time slot. This is to ensure and cover our adult to child ratio. There will be a £10 late pick-up/early drop-off fee for this.

**Fees for Breakfast Club**

To reserve a place please complete the registration form. A non-returnable £15.00 registration fee is payable. Children must be booked into each session. Bookings must be made in writing please to Croft Early Years or by email to [breakfastclub@croftpreschool.com](mailto:breakfastclub@croftpreschool.com).

For Breakfast Club sessions the fee charged is £5.00. We have in place a 10% discount for siblings who attend Breakfast Club.

Please make cheques payable to Croft Pre School. Childcare vouchers are accepted for a number of companies. **Fees are non-refundable if your child is absent.** If you do not require the place any longer please inform us in writing giving 14 days notice or fees will be charged.

## Early Years Foundation Stage Curriculum

All children up to the end of their reception class year are supported in their learning and development in line with the Early Years Foundation Stage Curriculum. The EYFS is divided into four themes:

- A unique child
- Positive relationships
- Enabling environments
- Learning and development

Each child is assigned a Key Person and this system enables us to provide a planned curriculum personalised to the needs of each individual child. By means of developmentally appropriate play activities we offer a curriculum which enables children to learn and develop individually in line with the developmental targets outlined in the EYFS.

These are divided into three prime areas of learning:

- Personal, social and emotional development
- Communication and language
- Physical development

And four specific areas:

- Understanding of the world
- Mathematics
- Expressive arts and design
- Literacy

A copy of the Early Years Foundation Stage Curriculum is available to read in the Setting or you can go online at [www.education.gov.uk](http://www.education.gov.uk) With children's interests being at the centre of all planning, children are encouraged to be independent and to make their own choices from a wide range of different activities indoors and outside.

## Inclusion/Special Educational Needs

Croft Early Years is an inclusive setting and we strive at all times to meet each child and families individual needs. Staff use Makaton signs and symbols alongside their verbal communication. Picture routines are available for children as well as a visual timetable. We follow the Special Educational Needs Code of Practice and the Named SENCO for our setting is Stef Kirk. More detailed information can be found in the settings policy documents which are available for parents and carers to read.

## Policies

Policy statements are available in the Policies and Procedures file which is available on request. Prospective parents are welcome to call in and read the policies or an appointment can be made for a more detailed discussion. All policies are designed to be an external reference for staff and parents in order for the Early Years Centre and Breakfast Club to offer the best possible experience for the children and families who attend.

Examples of the policy documents that the setting has are:

- Administering Medicines
- Parental Involvement
- Safeguarding Children and Child Protection
- Health and Safety
- Achieving Positive Behaviour
- Complaints Procedure
- Maintaining Children's Safety

- Achieving positive behaviour
- Induction for children and parents

Policies are reviewed on a regular basis and we welcome parents and carers comments and suggestions. Please ensure that you, as a parent, are aware of the settings policy and procedures relating to Information Sharing and Food and Drink. These policy documents are attached to this prospectus. Also attached is a copy of our Safeguarding Children and Child Protection policy and procedures.

### **Early Years Snack**

At every session children are offered a wide choice of healthy snacks. This includes teacakes, muffins, crackers, cheese, yoghurts and fruit. Milk, fruit juice and/or water to drink. Specific dietary requirements are catered for.

### **Lunch Time**

Children who stay all day with us will need to provide a packed lunch. Our older children go into the school hall to eat lunch in the final term of the school year. Children under two and babies joining our setting must bring in their own food.

### **Breakfast Club**

For breakfast we provide a wide choice of healthy snacks. This includes pancakes, toast, cereals, yoghurts and fruit. Milk, fruit juice or water to drink. Specific dietary requirements are catered for.

### **Sickness and medication**

If your child is unwell please do not send them into Nursery or Breakfast Club to help prevent the spread of infection to other children and staff. If a child has a contagious illness they must not attend Nursery or Breakfast Club for the period of time as advised by the doctor.

Parent consent forms for prescribed medicines will need to be completed prior to administration of medication. Staff are responsible for the correct administration of medication and will ensure that the medicines are stored correctly and that records are kept according to procedures.

### **Accidents**

Minor accidents/incidents will be dealt with by staff. A registered first aider is always on site. Accidents will be recorded as appropriate in the Accident Log.

### **Management and Administration**

Croft Early Years and Breakfast Club are managed by parent trustees to ensure that the major decision making is made by those who use the group. The Trustees are responsible for reviewing both the policies and practice of the setting and for the employment and appraisal of staff. An Annual General Meeting is held each September.

If you have any queries or if we can be of any help, please contact a member of staff or the parent committee at any time.

**Thank you for choosing Croft Early Years**

[www.croftearlyyears.co.uk](http://www.croftearlyyears.co.uk)



### **Safeguarding and Welfare Requirement: Child Protection**

Providers must have and implement a policy, and procedures, to safeguard children.

## **Safeguarding children, young people and vulnerable adults**

### **Policy statement**

Our setting will work with children, parents and the community to ensure the rights and safety of children, young people\* and vulnerable adults. Our Safeguarding Policy is based on the three key commitments of the Pre-school Learning Alliance Safeguarding Children Policy.

### **Procedures**

We carry out the following procedures to ensure we meet the three key commitments of the Alliance Safeguarding Children Policy, which incorporates responding to child protection concerns.

#### *Key commitment 1*

We are committed to building a 'culture of safety' in which children, young people and vulnerable adults are protected from abuse and harm in all areas of our service delivery.

- Our designated person who co-ordinates child, young person and vulnerable adult protection issues is:

Penny Harland

- When the setting is open, but the designated person is not on site, a suitably trained deputy is available at all times for staff to discuss safeguarding concerns.

- Our designated officer who oversees this work is:

Sue Bailey & Trustees

- The designated person, the suitably trained deputy and the designated officer ensure they have relevant links with statutory and voluntary organisations with regard to safeguarding.

- The designated person (and the person who deputises for them) understands LSCB safeguarding procedures, attends relevant LSCB training at least every two years and refreshes their knowledge of safeguarding at least annually.
- We ensure all staff are trained to understand our safeguarding policies and procedures and that parents are made aware of them too.
- All staff have an up-to-date knowledge of safeguarding issues, are alert to potential indicators and signs of abuse and neglect and understand their professional duty to ensure safeguarding and child protection concerns are reported to the local authority children's social care team or the NSPCC. They receive updates on safeguarding at least annually.
- All staff are confident to ask questions in relation to any safeguarding concerns and know not to just take things at face value but can be respectfully sceptical.
- All staff understand the principles of early help (as defined in *Working Together to Safeguard Children*, 2015) and are able to identify those children and families who may be in need of early help and enable them to access it.
- All staff understand LSCB thresholds of significant harm and understand how to access services for families, including for those families who are below the threshold for significant harm.
- All staff understand how to escalate their concerns in the event that they feel either the local authority and/or their own organisation has not acted adequately to safeguard.
- All staff understand what the organisation expects of them in terms of their required behaviour and conduct, and follow our policies and procedures on positive behaviour, online safety (including use of mobile phones), whistleblowing and dignity at work.
- Children have a key person to build a relationship with, and are supported to articulate any worries, concerns or complaints that they may have in an age appropriate way.
- All staff understand our policy on promoting positive behaviour and follow it in relation to children showing aggression towards other children.
- Adequate and appropriate staffing resources are provided to meet the needs of children.
- Applicants for posts within the setting are clearly informed that the positions are exempt from the Rehabilitation of Offenders Act 1974.
- Enhanced criminal records and barred lists checks and other suitability checks are carried out for staff and volunteers prior to their post being confirmed, to ensure that no disqualified person or unsuitable person works at the setting or has access to the children.
- Where applications are rejected based on information disclosed, applicants have the right to know and to challenge incorrect information.

- Enhanced criminal records and barred lists checks are carried out on anyone living or working on the premises.
- Volunteers must:
  - be aged 17 or over;
  - be considered competent and responsible;
  - receive a robust induction and regular supervisory meetings;
  - be familiar with all the settings policies and procedures;
  - be fully checked for suitability if they are to have unsupervised access to the children at any time.
- Information is recorded about staff qualifications, and the identity checks and vetting processes that have been completed including:
  - the criminal records disclosure reference number;
  - certificate of good conduct or equivalent where a UK DBS check is not appropriate;
  - the date the disclosure was obtained; and
  - details of who obtained it.
- All staff and volunteers are informed that they are expected to disclose any convictions, cautions, court orders or reprimands and warnings which may affect their suitability to work with children (whether received before or during their employment with us).
- All staff and volunteers are required to notify us if anyone in their household (including family members, lodgers, partners etc.) has any relevant convictions, cautions, court orders, reprimands or warnings or has been barred from, or had registration refused or cancelled in relation to any childcare provision or have had orders made in relation to care of their children.
- We will notify the Disclosure and Barring Service of any person who is dismissed from our employment, or resigns in circumstances that would otherwise have led to dismissal for reasons of a child protection concern.
- Procedures are in place to record the details of visitors to the setting.
- Security steps are taken to ensure that we have control over who comes into the setting so that no unauthorised person has unsupervised access to the children.
- Steps are taken to ensure children are not photographed or filmed on video for any other purpose than to record their development or their participation in events organised by us. Parents sign a consent form and have access to records holding visual images of their child.
- Any personal information is held securely and in line with data protection requirements and guidance from the ICO.
- The designated person in the setting has responsibility for ensuring that there is an adequate online safety policy in place.

- We keep a written record of all complaints and concerns including details of how they were responded to.
- We ensure that robust risk assessments are completed, that they are seen and signed by all relevant staff and that they are regularly reviewed and updated, in line with our health and safety policy.
- The designated officer will support the designated person to undertake their role adequately and offer advice, guidance, supervision and support.
- The designated person will inform the designated officer at the first opportunity of every significant safeguarding concern, however, this should not delay any referrals being made to children's social care, the LADO, Ofsted or Riddor.

### *Key commitment 2*

We are committed to responding promptly and appropriately to all incidents, allegations or concerns of abuse that may occur and to work with statutory agencies in accordance with the procedures that are set down in 'What to do if you're worried a child is being abused' (HMG, 2015) and the Care Act 2014.

### *Responding to suspicions of abuse*

- We acknowledge that abuse of children can take different forms - physical, emotional, and sexual, as well as neglect.
- We ensure that all staff have an understanding of the additional vulnerabilities that arise from special educational needs and/or disabilities, plus inequalities of race, gender, language, religion, sexual orientation or culture, and that these receive full consideration in relation to child, young person or vulnerable adult protection.
- When children are suffering from physical, sexual or emotional abuse, or experiencing neglect, this may be demonstrated through:
  - significant changes in their behaviour;
  - deterioration in their general well-being;
  - their comments which may give cause for concern, or the things they say (direct or indirect disclosure);
  - changes in their appearance, their behaviour, or their play;
  - unexplained bruising, marks or signs of possible abuse or neglect; and
  - any reason to suspect neglect or abuse outside the setting.
- We are aware of the 'hidden harm' agenda concerning parents with drug and alcohol problems and consider other factors affecting parental capacity and risk, such as social

exclusion, domestic violence, radicalisation, mental or physical illness and parent's learning disability.

- We are aware that children's vulnerability is potentially increased when they are privately fostered and when we know that a child is being cared for under a private fostering arrangement, we inform our local authority children's social care team.
- We are aware of other factors that affect children's vulnerability that may affect, or may have affected, children and young people using our provision, such as abuse of children who have special educational needs and/or disabilities; fabricated or induced illness; child abuse linked to beliefs in spirit possession; sexual exploitation of children, including through internet abuse; Female Genital Mutilation and radicalisation or extremism.
- In relation to radicalisation and extremism, we follow the Prevent Duty guidance for England and Wales published by the Home Office and LSCB procedures on responding to radicalisation.
- We are aware of the mandatory duty that applies to teachers, including early years practitioners, and health workers to report cases of Female Genital Mutilation to the police.
- We also make ourselves aware that some children and young people are affected by gang activity, by complex, multiple or organised abuse, through forced marriage or honour-based violence or may be victims of child trafficking. While this may be less likely to affect young children in our care, we may become aware of any of these factors affecting older children and young people who we may come into contact with.
- Where we believe that a child in our care or that is known to us may be affected by any of these factors we follow the procedures below for reporting child protection concerns and follow the LSCB procedures.
- Where such evidence is apparent, the child's key person makes a dated record of the details of the concern and discusses what to do with the member of staff who is acting as the designated person. The information is stored on the child's personal file.
- In the event that a staff member or volunteer is unhappy with the decision made of the designated person in relation to whether to make a safeguarding referral they must follow escalation procedures.
- We refer concerns to the local authority children's social care team and co-operate fully in any subsequent investigation. NB In some cases this may mean the police or another agency identified by the Local Safeguarding Children Board.
- We take care not to influence the outcome either through the way we speak to children or by asking questions of children.
- We take account of the need to protect young people aged 16-19 as defined by the Children Act 1989. This may include students or school children on work placement, young

employees or young parents. Where abuse is suspected we follow the procedure for reporting any other child protection concerns. The views of the young person will always be taken into account, but the setting may override the young person's refusal to consent to share information if it feels that it is necessary to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult. Sharing confidential information without consent is done only where not sharing it could be worse than the outcome of having shared it.

- All staff are also aware that adults can also be vulnerable and know how to refer adults who are in need of community care services.
- We have a whistleblowing policy in place.
- Staff/volunteers know they can contact the organisation Public Concern at Work for advice relating to whistleblowing; if they feel that the organisation has not acted adequately in relation to safeguarding they can contact the NSPCC whistleblowing helpline.

#### *Recording suspicions of abuse and disclosures*

- Where a child makes comments to a member of staff that give cause for concern (disclosure), or a member of staff observes signs or signals that give cause for concern, such as significant changes in behaviour; deterioration in general well-being; unexplained bruising, marks or signs of possible abuse or neglect; that member of staff:
  - listens to the child, offers reassurance and gives assurance that she or he will take action;
  - does not question the child, although it is OK to ask questions for the purposes of clarification;
  - makes a written record that forms an objective record of the observation or disclosure that includes: the date and time of the observation or the disclosure; the exact words spoken by the child as far as possible; the name of the person to whom the concern was reported, with the date and time; and the names of any other person present at the time.
- These records are signed and dated and kept in the child's personal file, which is kept securely and confidentially.
- The member of staff acting as the designated person is informed of the issue at the earliest opportunity, and within one working day.
- Where the Local Safeguarding Children Board stipulates the process for recording and sharing concerns, we include those procedures alongside this procedure and follow the steps set down by the Local Safeguarding Children Board.

#### *Making a referral to the local authority children's social care team*

- The Pre-school Learning Alliance's publication *Safeguarding Children* contains procedures for making a referral to the local children's social care team, as well as a template form for recording concerns and making a referral.
- We keep a copy of this document alongside the procedures for recording and reporting set down by our Local Safeguarding Children Board, which we follow where local procedures differ from those of the Pre-school Learning Alliance.

#### *Escalation process*

- If we feel that a referral made has not been dealt with properly or that concerns are not being addressed or responded to, we will follow the LSCB escalation process.
- We will ensure that staff are aware of how to escalate concerns.

#### *Informing parents*

- Parents are normally the first point of contact. Concerns are discussed with parents to gain their view of events, unless it is felt that this may put the child at risk or interfere with the course of a police investigation. Advice will be sought from social care if necessary.
- Parents are informed when we make a record of concerns in their child's file and that we also make a note of any discussion we have with them regarding a concern.
- If a suspicion of abuse warrants referral to social care, parents are informed at the same time that the referral will be made, except where the guidance of the Local Safeguarding Children Board does not allow this, for example, where it is believed that the child may be placed at risk.
- This will usually be the case where the parent is the likely abuser.
- If there is a possibility that advising a parent beforehand may place a child at greater risk (or interfere with a police response) the designated person should seek advice from children's social care, about whether or not to advise parents beforehand, and should record and follow the advice given.

#### *Liaison with other agencies*

- We work within the Local Safeguarding Children Board guidelines.
- The current version of 'What to do if you're worried a child is being abused' is available for parents and staff and all staff are familiar with what they need to do if they have concerns.
- We have procedures for contacting the local authority regarding child protection issues, including maintaining a list of names, addresses and telephone numbers of social workers, to ensure that it is easy, in any emergency, for the setting and children's social care to work well together.

- We notify Ofsted of any incident or accident and any changes in our arrangements which may affect the well-being of children or where an allegation of abuse is made against a member of staff (whether the allegations relate to harm or abuse committed on our premises or elsewhere). Notifications to Ofsted are made as soon as is reasonably practicable, but at the latest within 14 days of the allegations being made.
- Contact details for the local National Society for the Prevention of Cruelty to Children (NSPCC) are also kept.

#### *Allegations against staff*

- We ensure that all parents know how to complain about the behaviour or actions of staff or volunteers within the setting, or anyone living or working on the premises occupied by the setting, which may include an allegation of abuse.
- We respond to any inappropriate behaviour displayed by members of staff, volunteer or any other person living or working on the premises, which includes:
  - inappropriate sexual comments;
  - excessive one-to-one attention beyond the requirements of their usual role and responsibilities, or inappropriate sharing of images.
- We follow the guidance of the Local Safeguarding Children Board when responding to any complaint that a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, has abused a child.
- We ensure that all staff and volunteers know how to raise concerns about a member of staff or volunteer within the setting. We respond to any concerns raised by staff and volunteers who know how to escalate their concerns if they are not satisfied with our response
- We respond to any disclosure by children or staff that abuse by a member of staff or volunteer within the setting, or anyone living or working on the premises occupied by the setting, may have taken, or is taking place, by first recording the details of any such alleged incident.
- We refer any such complaint immediately to the Local Authority Designated Officer (LADO) to investigate and/or offer advice:  
*Becki Byron 01925 442079*
- We also report any such alleged incident to Ofsted (unless advised by LADO that this is unnecessary due to the incident not meeting the threshold), as well as what measures we have taken. We are aware that it is an offence not to do this.
- We co-operate entirely with any investigation carried out by children's social care in conjunction with the police.



- Where the management team and children's social care agree it is appropriate in the circumstances, the member of staff or volunteer will be suspended for the duration of the investigation. This is not an indication of admission that the alleged incident has taken place, but is to protect the staff, as well as children and families, throughout the process.

#### *Disciplinary action*

Where a member of staff or volunteer has been dismissed due to engaging in activities that caused concern for the safeguarding of children or vulnerable adults, we will notify the Disclosure and Barring Service of relevant information, so that individuals who pose a threat to children and vulnerable groups can be identified and barred from working with these groups.

#### *Key commitment 3*

We are committed to promoting awareness of child abuse issues throughout our training and learning programmes for adults. We are also committed to empowering children through our early childhood curriculum, promoting their right to be strong, resilient and listened to.

#### *Training*

- Training opportunities are sought for all adults involved in the setting to ensure that they are able to recognise the signs and signals of possible physical abuse, emotional abuse, sexual abuse (including child sexual exploitation) and neglect and that they are aware of the local authority guidelines for making referrals.
- Designated persons receive appropriate training, as recommended by the Local Safeguarding Children Board, every two years and refresh their knowledge and skills at least annually.
- We ensure that all staff know the procedures for reporting and recording any concerns they may have about the provision.
- We ensure that all staff receive updates on safeguarding via emails, newsletters, online training and/or discussion at staff meetings at least once a year.

#### *Planning*

- The layout of the rooms allows for constant supervision. No child is left alone with staff or volunteers in a one-to-one situation without being within sight and/or hearing of other staff or volunteers.

#### *Curriculum*

- We introduce key elements of keeping children safe into our programme to promote the personal, social and emotional development of all children, so that they may grow to be strong, resilient and listened to and so that they develop an understanding of why and how to keep safe.
- We create within the setting a culture of value and respect for individuals, having positive regard for children's heritage arising from their colour, ethnicity, languages spoken at home, cultural and social background.
- We ensure that this is carried out in a way that is developmentally appropriate for the children.

### *Confidentiality*

- All suspicions and investigations are kept confidential and shared only with those who need to know. Any information is shared under the guidance of the Local Safeguarding Children Board.

### *Support to families*

- We believe in building trusting and supportive relationships with families, staff and volunteers.
- We make clear to parents our role and responsibilities in relation to child protection, such as for the reporting of concerns, information sharing, monitoring of the child, and liaising at all times with the local children's social care team.
- We will continue to welcome the child and the family whilst investigations are being made in relation to any alleged abuse.
- We follow the Child Protection Plan as set by the child's social worker in relation to the setting's designated role and tasks in supporting that child and their family, subsequent to any investigation.
- Confidential records kept on a child are shared with the child's parents or those who have parental responsibility for the child in accordance with the Confidentiality and Client Access to Records procedure, and only if appropriate under the guidance of the Local Safeguarding Children Board.

## **Legal framework**

### *Primary legislation*

- Children Act (1989 s47)
- Protection of Children Act (1999)

- The Children Act (2004 s11)
- Safeguarding Vulnerable Groups Act (2006)
- Childcare Act (2006)

*Secondary legislation*

- Sexual Offences Act (2003)
- Criminal Justice and Court Services Act (2000)
- Equality Act (2010)
- GDPR (May 2018); Data Protection Act (1998)
- Childcare (Disqualification) Regulations (2009)
- Children and Families Act (2014)
- Care Act (2014)
- Serious Crime Act (2015)
- Counter-Terrorism and Security Act (2015)

**Further guidance**

- Working Together to Safeguard Children (HMG, 2015; 2018)
- What to do if you're Worried a Child is Being Abused (HMG, 2015)
- Framework for the Assessment of Children in Need and their Families (DoH 2000)
- Early Help Assessment Warrington (2017) / The Common Assessment Framework for Children and Young People: A Guide for Practitioners (CWDC 2010)
- Statutory guidance on making arrangements to safeguard and promote the welfare of children under section 11 of the Children Act 2004 (HMG 2008)
- Hidden Harm – Responding to the Needs of Children of Problem Drug Users (ACMD, 2003)
- Information Sharing: Guidance for Practitioners providing Safeguarding Services (DfE 2015; July 2018)
- Disclosure and Barring Service: [www.gov.uk/disclosure-barring-service-check](http://www.gov.uk/disclosure-barring-service-check)
- Revised Prevent Duty Guidance for England and Wales (HMG, June 2015)
- Inspecting Safeguarding in Early Years, Education and Skills Settings, (Ofsted, 2016)

This policy was adopted by	Croft Pre School	<i>(name of provider)</i>
On	28 March 2018 <small>Reviewed &amp; amended 17-9-18 PH</small>	<i>(date)</i>
Date to be reviewed	28 March 2019	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory		

Role of signatory (e.g. chair, director or owner)

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**Other useful Pre-school Learning Alliance publications**

- Safeguarding Children (2013)
- Safeguarding through Effective Supervision (2013)
- Employee Handbook (2016)
- People Management in the Early Years (2016)

\*A 'young person' is defined as 16 to 19 years old – in our setting they may be a student, worker, volunteer or parent.

**General Welfare Requirement: Safeguarding and Promoting Children’s Welfare**

The provider must take necessary steps to safeguard and promote the welfare of children.

## Safeguarding children

### Information sharing

“Practitioners need to understand their organisation’s position and commitment to information sharing. They need to have confidence in the continued support of their organisation where they have used their professional judgement and shared information professionally.”

Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

#### Policy statement

We recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances, and reasons, when we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. That is when:

- it is to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

The decision should never be made as an individual, but with the back-up of our Parent Trustees. The three critical criteria are:

- Where there is *evidence* that the child is suffering, or is at risk of suffering, significant harm.
- Where there *is reasonable cause to believe* that a child may be suffering, or at risk of suffering, significant harm.
- To *prevent* significant harm arising to children and young people or serious harm to adults, including the prevention, detection and prosecution of serious crime.

#### EYFS key themes and principles

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice 1.3 Keeping safe	2.1 Respecting each other  2.2 Parents as partners	3.4 The wider context	

#### Procedures

Our procedure is based on the 7 rules for information sharing as set out in *Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)*.

1. Remember that the Data Protection Act is not a barrier to sharing information but provides a framework to ensure that personal information about living persons is shared appropriately.
  - Our policy and procedures on information sharing provide guidance to appropriate sharing of information with external agencies.
2. Be open and honest. Explain to families how, when and why information will be shared about them and with whom. Seek consent to share information, unless it puts the child at risk or undermines a criminal investigation.

In our setting we ensure parents:

- receive information about our information sharing policy when starting their child in the setting and they sign a form to say that they *understand* circumstances when information may be shared without their consent. This will only be when it is a matter of safeguarding a child. This is on our registration form;
  - have information about our Safeguarding Children and Child Protection policy; and
  - have information about the circumstances when information will be shared with external agencies, for example, with regard to any special needs the child may have or transition to school.
3. Seek advice when there are doubts about possible significant harm to a child or others.
    - Managers contact children's social care for advice where they have doubts or are unsure.
  4. Share with consent where appropriate. Respect the wishes of children and parents not to consent to share confidential information. However, in the interests of the child, know when it is reasonable to override their wish.
    - Guidelines for consent are part of this procedure.
  5. Managers are conversant with this and are able to advise staff accordingly. Consider the safety and welfare of the child when making a decision about sharing information – if there are concerns regarding 'significant harm' the child's well being and safety is paramount.

In our setting we:

- record concerns and discuss these with the setting's Safeguarding and Child Protection designated persons. Record decisions made and the reasons why information will be shared and to whom; and
  - follow the procedures for reporting concerns and record keeping.
6. Information shared should be accurate and up-to-date, necessary for the purpose it is being shared for, shared only with those who need to know and shared securely.
    - Our Child Protection procedure and Record Keeping procedure set out how and where information should be recorded and what information should be shared with another agency when making a referral.
  7. Reasons for decisions to share information, or not, are recorded.
    - Provision for this is set out in our Record Keeping procedure

### *Consent*

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent may be overridden. We do this as follows:

- Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.
- This is included in our prospectus.
- Parents sign a form at registration to say they understand this.
  
- Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries, to the next provider/school.

We consider the following questions when we need to share:

- Is there legitimate purpose to sharing the information?
- Does the information enable the person to be identified?
- Is the information confidential?
- If the information is confidential, do you have consent to share?
- Is there a statutory duty or court order to share information?
- If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest to share information?
- If the decision is to share, are you sharing the right information in the right way?
- Have you properly recorded your decision?

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection policy.

### **Legal framework**

- GDPR 2018; Data Protection Act 1998
- Human Rights Act 1998

### **Further guidance**

- Information Sharing: Guidance for Practitioners and Managers  
[www.everychildmatters.gov.uk/files/116ABBC875E8FEE7BC1E03F534A1EFAA.pdf](http://www.everychildmatters.gov.uk/files/116ABBC875E8FEE7BC1E03F534A1EFAA.pdf)
- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015; 2018)
- What to do if you're worried a child is being abused: Advice for practitioners (HM Government 2015)
- Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children (HM Government 2015; 2018)

This policy was adopted at a meeting of  
Held on

Croft Pre School  
28 March 2018 Reviewed &  
amended  
17-9-18 PH

Date to be reviewed

28 March 2019

Signed on behalf of the management  
committee

\_\_\_\_\_

Name of signatory

\_\_\_\_\_

Role of signatory (e.g. chair/owner)

\_\_\_\_\_

## Promoting health and hygiene

### Food and drink

#### Policy statement

This setting regards snack and meal times as an important part of the setting's day. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack time, we aim to provide nutritious food, which meets the children's individual dietary needs.

#### EYFS Key themes and principles

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.4 Health and well being	2.1 Respecting each other 2.2 Parents as partners 2.4 Key person	3.2 Supporting every child 3.4 The wider context	4.4 Personal, social and emotional development

#### Procedures

We follow these procedures to promote healthy eating in our setting.

- Before a child starts to attend the setting, we find out from parents their children's dietary needs and preferences, including any allergies.
- We record information about each child's dietary needs in her/his registration record and parents sign the record to signify that it is correct.
- We regularly consult with parents to ensure that our records of their children's dietary needs, including any allergies, are up to date.
- We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as their parents' wishes.
- We display the menu of snacks and school dinners for the information of parents.
- We provide nutritious food for all snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.



- We include a variety of foods from the four main food groups:
  - meat, fish and protein alternatives;
  - dairy foods;
  - grains, cereals and starch vegetables; and
  - fruit and vegetables.
- We include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- Through discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups, to which children and their parents belong, and of vegetarians and vegans, and about food allergies. We take account of this information in the provision of food and drinks.
  
- We provide a vegetarian alternative on days when meat or fish are offered.
- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
- We organise snack times so that they are social occasions in which children and staff participate.
- We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures.
- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the day.
- In accordance with parents' wishes, we offer children arriving early in the morning - and/or staying late - an appropriate snack.
- We inform parents who provide food for their children about the storage facilities available in the setting.
- We give parents who provide food for their children information about suitable containers for food.
- In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.
- For children who drink milk, we provide whole pasteurised milk.

### *Packed lunches*

In partnership with parents we:

- ensure perishable contents of packed lunches are refrigerated or contain an ice pack to keep food cool;
- inform parents of our policy on healthy eating;
- encourage parents to provide sandwiches with a healthy filling, fruit, and milk based desserts such as yoghurt or crème fraîche where we can only provide cold food from home. We discourage sweet drinks and can provide children with water;
- discourage packed lunch contents that consist largely of crisps, processed foods, sweet drinks and sweet products such as cakes or biscuits. We reserve the right to return this food to the parent as a last resort;
- provide children with plates, cups and cutlery; and
- ensure staff sit with children to eat their lunch so that the mealtime is a social occasion.

### *Bottle Feeds*

Bottle feeds must be prepared at home that day ready for Nursery. These will be stored in the fridge prior to use. They will be given to each child as per parent instruction and follow the NHS guidance - Start4Life.

### **Legal Framework**

- Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

### **Further guidance**

- *Safer Food, Better Business*  
[www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/](http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/)
- [http://www.nhs.uk/start4life/Documents/PDFs/Start4Life\\_Guide\\_to\\_bottle\\_feeding.pdf](http://www.nhs.uk/start4life/Documents/PDFs/Start4Life_Guide_to_bottle_feeding.pdf)

This policy was adopted at a meeting of

Croft Pre School

Held on

28 March 2018 Reviewed & amended  
30-10-18 PH

Date to be reviewed

28 March 2019

Signed on behalf of the management committee

Name of signatory

Role of signatory (e.g. chair/owner)



**CROFT EARLY YEARS ENROLMENT FORM**  
**Croft Early Years / St Lewis Breakfast Club**  
**(circle as appropriate)**

Child's Legal surname ..... Legal Forename.....

Name Known By ..... Date of Birth .....

Home language.....

Faith/Belief.....

Address .....

Home Telephone  
Number .....

E mail  
address .....

Parent/ Carers  
Name .....

Mobile Phone No. ....

Place of Work .....

Work Telephone No .....

Parent/ Carers  
Name .....

Mobile Phone No. ....

Place of Work .....

Work Telephone No .....

Name of all persons who may collect the child	Relationship to child	Telephone No.



I have read and understood the settings Information Sharing, Safeguarding Children, Food and Drink policies. YES

I have enclosed a non-refundable £15.00 fee, cheques payable to Croft Preschool. YES

**Copy of Utility Bill and Birth certificate to confirm D.O.B and address YES**

How did you hear about Croft Early Years: -  
.....

My choice of primary school(s):-  
.....

My child's other provider(s):-  
.....

Start date:-  
.....

Sessions requested:-  
.....

Signed.....



### CROFT EARLY YEARS MEDICAL HISTORY FORM

Childs  
Name .....

Child's Doctor .....

Practice  
Address .....

Doctor's Telephone  
Number .....

Do your family have a Health visitor?      Yes      No

Health Visitors  
Name .....

Clinic Attending .....

Clinic Telephone No. ....

Is any member of the family under speech and language?      Yes      No

Name of the speech and language  
worker .....

Does your family have a Social Care Worker for any reason?      Yes      No

Name of Social Care  
Worker.....

Are there any legal orders or agreements in place for this child/family?      Yes      No

Legal Order  
details.....

List all  
Immunisations/Vaccinations.....  
.....

Date of 2 year old check  
up.....

Infectious diseases  
contracted.....

Any allergies, asthma, health problems, physical or educational needs? Please give details.....  
.....  
.....

Staff may need to administer a plaster, seek medical advice on behalf of your child or administer any necessary emergency treatment during the session.

I give permission for the above (please sign)

.....

If your child has any dietary requirements then please provide details .....

.....

.....

**If you have any worries or concerns about your child at any time, please speak in confidence with a member of staff.**

### CROFT EARLY YEARS PARENTAL PERMISSION FORM

We are required to obtain parental permission for a variety of situations that may arise during a pre-school session. Would you please read and sign the form to give your permission for all the situations described below. If you do not wish to give your permission for a particular situation please indicate the appropriate number at the bottom of this sheet. Staff will be happy to discuss any queries you may have.

NAME OF CHILD .....

1. When weather permits we may wish to take your child to explore the immediate area around the setting looking for worms, insects or leaves etc. We may go for a short walk e.g. to Croft Primary School or to the park. At no time will we leave the village of Croft or use public transport or any hired vehicle without your separate written permission.
2. Staff will photograph your child during Nursery. These photographs will be displayed in the setting and in connection with the setting's work, for example displays within the School or Training Events and will be used for children's learning journey books. They will also be used for publicity and marketing but at all times the photographs will remain anonymous.
3. Your child may occasionally be filmed by staff during Nursery. These will only be shown in the setting. At other events e.g Christmas, other parents may film a general view on which your child may appear.
4. Your child will be observed by staff and students during Nursery activities. These observations are to record your child's progress or for a student's course work.
5. On occasion photography companies may come to Nursery to photograph your child. This would be a photograph that you may purchase and in turn, help fundraise for our setting.
6. Photographs will be used on social media sites including our Facebook page website. At all times, photographs will remain anonymous.

**\*\*I give permission for all the situations described above**

Signed .....

Date .....

## Croft Early Years Parent/Carer's Contract

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

Parent or Carer's Name \_\_\_\_\_

- I consent for my child attending Croft Early Years and Breakfast Club.
- I understand the setting has policies and procedures and I agree to abide by them, I am aware that copies are available on site for me to view or I can request copies to keep.
- I understand that Croft Early Years and Breakfast Club and the staff working there are legally responsible for my child during the times they are attending the setting.
- My child will only be collected and signed out by a named person authorised to do so.
- My child will be provided with snacks and drinks unless otherwise requested. I will notify the setting of any specific dietary requirements for my child.
- I will inform the setting if my child is to be absent, I am aware that all sessions will be charged for regardless of attendance.
- Once I have confirmed my requirements, this will be classed as a permanent booking. I am aware that it is my responsibility to advise if changes need to be made and that 2 weeks written notice is required for any changes.
- I will pay promptly for sessions in advance, I am aware that failure to do so will result in the immediate loss of my child's place and will incur additional charges for invoice reminder notices.
- It is my responsibility to keep the setting of any changes affecting my child such as dietary requirements, contact telephone numbers.
- I accept that whilst at Croft Early Years and Breakfast Club my child may get involved in messy activities and I will provide my child with appropriate clothing to accommodate this. The setting will also provide aprons, hand washing facilities etc.
- If, due to unforeseen circumstances, I am going to be late, I will contact the setting and if possible, arrange my child's collection.
- If my child is not collected by the agreed time, a charge will be made to cover the cost of staffing the setting according to the legal requirements.
- Whilst we try to ensure the safety and security of children's personal items, we cannot be held responsible for anything that is lost or stolen and urge children not to bring personal items into Breakfast Club or Nursery.
- If my child has an accident, he/she will be treated by a qualified first aider and I will be informed of the situation as soon as possible. Should the situation dictate that my child needs urgent medical treatment and I am unavailable, a member of staff will accompany my child to hospital.
- If I am a parent eligible to receive Tax Credits in relation to childcare I am aware that Croft Early Years and Breakfast Club are legally obliged to notify HMRC if I cease to use the service during the period of my claim.

I have read and understood the above terms and conditions and I agree to abide by them.

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Data Protection**

In order to comply with the terms of the Data Protection Act, 1998, we require your consent before we can process the data which you may give. Croft Early Years wish to collect some information about the parents/guardians/named representative of its children.

This would include:

- Name
- Address
- Telephone Number
- Emergency Contact Number
- Copies of any correspondence sent to Croft Early Years
- E-mail address

This information is held to allow us to:

- contact you in the event of an emergency involving your child/children.
- inform you of any concerns which we have about the progress of your child/children.
- involve you in disciplinary processes where appropriate
- pass on relevant information to our educational partners and Local Authority.
- inform you of events in Croft Early Years

Such information will not be disclosed to other parties without your consent. We also request that you keep Croft Early Years informed of any changes to the above information. If you agree to the following statement please sign the consent form.

“I agree to Croft Early Years processing the personal data provided on the application form and other data which Croft Early Years may obtain from me or other people whilst my child/children is attending Croft Early Years. I agree to the processing of such data for any purpose connected with their time at Croft Early Years of for any other legitimate purpose.”

Signature.....

Date.....

### Consent for Social Media

Social Media can be a very positive form of communication with adult peers, however to keep everybody safe and happy we ask that you please adhere to the preschool and nursery's guidelines.

We will safeguard children to ensure that they can access only age appropriate internet sites.

We will not allow naming of children on social media.

We will not have any discussion via social media about any events or incidents that occur in preschool/ nursery.

We will not make any comments that could cause offence to any child or adult.

**Should we read any comments, threads and discussions which do not adhere to any of the guidelines as set out above; we will act responsibly and take the appropriate action.**

On signing this contract you are agreeing to ensure that all children, families and staff will be safeguarded against social media.

Signed:.....

Print Name:.....

Child(s) Name:.....

Date:.....

**Thank you for your co=operation.  
We look forward to working together.**

### Child Session Request Form

Child's Name: \_\_\_\_\_ Start Date \_\_\_\_\_

Day	Monday	Tuesday	Wednesday	Thursday	Friday
In					
Out					

We charge a £10 late pick-up/early drop-off fee.

- Late pick-up: over 10 minutes from the end of the session.
- Early Drop off: over 10 minutes from beginning of the session.

This fee is necessary for parents who consistently collect their children late.

We are obliged to comply to Ofsted's Child:Adult Ratios, so this is a basic cost charge as there is always a minimum of two staff onsite..

Early drop-offs or late collections impact on our statutory ratios and our Ofsted Registration.

**Please always contact the Nursery/Pre-School if you are aware you will be late.**

To avoid paying the fee, please take this into account when you book you child's sessions. Additional days/hours can be booked and paid for in advance if required. A notice period of 24 hours is required to book these and will dependent on the number of children already attending a session.

**I have read and understood the above terms and conditions and I agree to them.**

Parent/Carer Name:	
Signature:	Date:

### CHILD SCHEDULE CHANGE REQUEST FORM

**SCHEDULE CHANGE POLICY**

**If you wish to change your child’s schedule, you must give 14 days’ written notice. Schedule changes are not guaranteed and are subject to availability.**

Child’s Name: \_\_\_\_\_

Current Schedule:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
In					
Out					

**Requested Schedule Change Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

New Schedule:

Day	Monday	Tuesday	Wednesday	Thursday	Friday
In					
Out					

Please accept this schedule change request as my 14 days notice as required by the Prospectus.

Parent/Carer Name:	
Signature:	Date:

## **TAPESTRY – The Early Years Online Learning Journal**

From September 2018, we have chosen to use an online system of recording your child's learning in Croft Early Years. Tapestry is a website which can be accessed on a computer or laptop, and also on any Apple or Android device such as a tablet or smartphone. We have chosen this company because they are a secure and exciting way of keeping track of your child's development and their time with us. Instead of using the old paper style way of recording, we will be able to instantly upload photos and observations of your children. You are then emailed to alert you that something new has been added to your child's Learning Journal and can log on and view what your child has been up to. A huge advantage of this system is that you can instantly add your own comments to entries and can show your child's online book to members of the family.

The safeguarding of our children is very important to us. Everything that is added to Tapestry will be added to our setting account and can only be viewed by our staff team that use the system, and yourself, using your own log on. You will only have access to your child's own book and this cannot be seen by other parents. Also, it is crucial that you do not share photos from your child's book on social media or through other online platforms. Any incidents where this confidentiality is broken will be dealt with very seriously and will result in your access to the system being withdrawn.

Attached to this letter is a permission and information slip to allow us to set up a Tapestry account for your child. Please sign and return it as soon as possible. You will be given your account details early next term. We are very excited about introducing this system to our setting and would like you to find out more about it too. Attached to this letter you will find some Frequently Asked Questions about the system. I would also like to signpost you to Tapestry's website where you will find lots of information and videos: <http://eyfs.info/tapestry-info/introduction>

If you have any further queries please do not hesitate to contact me.

Kind regards,  
Penny Harland  
Manager of Croft Early Years

### **Frequently Asked Questions**

Why use an online system? Hand-writing observations, printing out photos, cutting out and sticking all of these into a paper book is very time-consuming and storage of them could pose a fire risk. By taking photos and videos that can be instantly uploaded increases the time that staff can spend with your children, supporting their learning. We were also impressed with the way in which parents can instantly see what their child has been up to and can also share it with family members such as grandparents.

How do I get onto the system? If you consent to us using Tapestry for your child, we will set up an account for you and provide you with log on details. Tapestry can be accessed online at: <http://eyfs.info/tapestry-info/introduction> It is available as a free app from the Apple Store and also on Android devices. We will ask you to provide us with an email address so that we can set you up a personal account. This will be a secure way of logging in, and you will only be able to see your own child's book.

I don't have a computer, laptop, tablet or smartphone. How can I access Tapestry? If you are unable to access the Internet on any device at home, then you will still be able to access your child's book by arranging a mutually convenient time with your child's key person to come into the setting. You will be provided with access to your child's account and support if needed.

I am not very confident with computers or the Internet. How can I access Tapestry? One of the reasons for us choosing Tapestry was ease of use. It is a very easy system to use, but should you have any problems, a member of the Staff Team will be happy to support you.

Why do you need my email address? Your email address is required in order to set you up with access to your child's account. It is to ensure security on the site and also so that we can email you when a new entry has been added for your child.

## Tapestry – An Online Learning Journal

Permission Slip

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

- I do/ do not give permission for an online Tapestry Learning Journey to be created and maintained for my child.
- I do/ do not give permission for my child's photo to appear in any group photos used in Learning Journeys.
- I agree not to electronically share, by social media or other platforms, any part of my child's Learning Journey.

The email address I wish to use for my Tapestry account is (please write in capitals):

\_\_\_\_\_

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

Parent/Carer signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please return this slip to your child's key worker as soon as possible.