



## WELCOME

Welcome to Earlybirds Preschool. We are delighted you have chosen Earlybirds as the preschool for your child. We hope your child's transition into our preschool will be a happy one and that you feel happy and confident in leaving your child in our care.

Our dedicated staff at Earlybirds understands that leaving your child can be a new experience for all involved and to help you with the process will be your child's key person who will work closely with you and your child, especially during their initial weeks. Your child's key person will be your main point of contact for discussing any questions or worries that you may have.

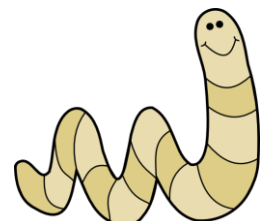
Earlybirds is a term time only preschool that provides an excellent education basis for children aged 2-4 years. We offer a free play environment with our daily activities linking to the EYFS and development of the children during the session. We currently have 13 members of staff who all play a key role in caring for your child during their time at Earlybirds.

Earlybirds is a committee run charity, so parent involvement both within the setting and with the committee is essential for the enrichment of our children's early year's education. Please see the enclosed committee information leaflet.

Inside this pack you will find information on our setting including session times and costs, our day to day routine, registration forms and applicable policies.

If you require any further information, please speak to either Kerry (Manager) or Suzie (Admin & Finance Administrator) who will of course be happy to help.

**Earlybirds Preschool**  
The Valley Children's Centre, The Hayes Cheddar, BS27 3HN  
Manager: Kerry Wood Ofsted: EY419174  
Tel: 01934 740123  
Email: [hello.earlybirds@gmail.com](mailto:hello.earlybirds@gmail.com)  
Web: [www.earlybirdsheddar.co.uk](http://www.earlybirdsheddar.co.uk)





## Day to Day Routine

8:30	staff arrive to set up activities, daily updates
8:45	doors open for morning session, free play inside and outside throughout the morning
9:30	small Group time (between 9:30—11:30)
10:00-11.00	snack bar
11:30-11.45	circle Time
11:45	morning session finishes, lunch time children arrive
12:00	lunch time session begins , children sit with an adult, each table takes it in turns to wash their hands and collect their lunch boxes ready to eat.
12:45	lunch time session finishes, afternoon session begins free play inside and outside throughout the afternoon
1:15	small Group time (between 1:15—2:30)
2:00 - 2:45	snack bar
3:00—3:15	circle time
3:15—3:45	table activities
3:30—3:45	end of day and collection
3:45—4:00	staff tidy up, plan and set up activities for next day

### Session Times

Morning session	8:45 am — 11:45 am
Lunch	11:45 am — 12:45 pm
Afternoon session	12:45 pm—3:45 pm

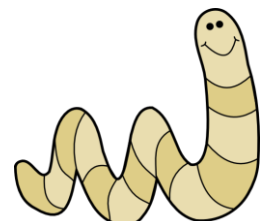
### Session Costs

Our sessions costs are £4.50 per hour as correct from April 2018.

Morning session	8:45—12:45 = £13.50
Morning + lunch	8:45—12:45 = £18.00
Afternoon session	12:45—3:45 = £13.50
All day session	8:45 —3:45 = £31.50

**\*Please note that lunch is NOT provided by the preschool and a pack lunch needs to be provided by the parent/carer.**

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## How to register your child

- Complete **Registration forms**
- Complete Somerset County Council's **Child Registration Form** and provide a copy of your **child's Birth Certificate**.
- Sign and date where applicable to confirm you have read and understood the Parental Agreement, Tapestry Policy, Parents/Carers Privacy Notice and Acceptable Internet Use & Online Safety Policy.
- Complete an '**Allocation Form**' indicating which session you require and when you wish your child to start.
- All sessions are subject to availability and will be reserved by letter. To confirm your child's sessions a £10 deposit is required which will be deducted from your first invoice.
- Earlybirds will then be in contact with you to arrange a convenient time to visit Earlybirds prior to your child starting with us. This will be a half an hour visit and the time is used to meet your child's Key Person, to have an introduction to Tapestry (our online Learning Journeys) and to complete your child's 'All About Me' form.

### Earlybirds Preschool

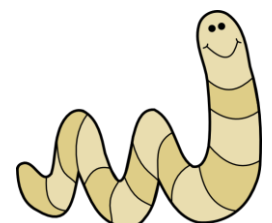
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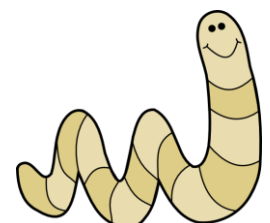
## Registration form

To register your child at Earlybirds we need some details about your child and family. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 and therefore we do not require your consent for the first section of this form.

Where information to be supplied is voluntary or where we do need consent this is identified. The information provided will be kept in paper form and used only for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.

Basic Details	
Child's name:	Known as:
Date of birth:	Gender:
Name of parent(s) with whom the child lives:	
Parent 1 Do you have parental responsibility for this child? <b>Yes/No</b> (please delete as appropriate)  If no, do you have legal contact? <b>Yes/No</b> (please delete as appropriate)	Parent 2 Do you have parental responsibility for this child? <b>Yes/No</b> (please delete as appropriate)  If no, do you have legal contact? <b>Yes/No</b> (please delete as appropriate)
Address of parent(s) with whom the child lives:	
Home phone no:	Mobile phone no:  Parent 1:  Parent 2:

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Email address

Would you prefer to receive invoices, newsletters, and information via email?

**Yes/No** (please delete as appropriate)

If YES, please sign here to consent to us contacting you for the purposes above .....

Name of parent(s) with whom the child **does not** live:

Does this parent have parental responsibility? **Yes/No**  
(please delete as appropriate)

Does this parent have legal contact? **Yes/No**  
(please delete as appropriate)

Does this parent have legal access to the child? **Yes/No**  
(please delete as appropriate)

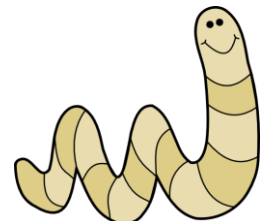
Address:

Home phone no:	Mobile phone no:
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**Emergency Contact Details**  
Please provide the names and contact details of 2 people (other than parents/guardians) who we can contact in case of an emergency.  
**NOTE: It is your responsibility to ensure these people are happy for us to contact them and to hold their details.**

Emergency Contact 1	Emergency Contact 2
Name	Name
Home phone no:	Home phone no:

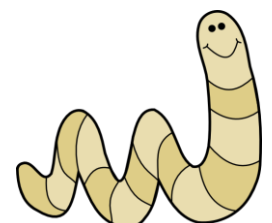
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Mobile phone no:	Mobile phone no:
Relationship to child	Relationship to child
Security Details	
<p>A password system operates in our setting. A secure password is required and should be used by emergency contacts and persons authorised to collect your child. Ideally this should be one word and something that is easily memorable. Please do not use obvious things such as middle names. The password is required from anyone collecting your child. If they do not have the password, we will not release your child to them.</p> <p>My secure password is</p>	
<p>Persons authorised to collect the child. This is any other adult who may collect your child in your absence. Authorised persons must be over 18 years of age.</p>	
<p>Authorised Person 1</p> <p>Name</p> <p>Home phone no:</p> <p>Mobile phone no:</p> <p>Relationship to child</p>	<p>Authorised Person 2</p> <p>Name</p> <p>Home phone no:</p> <p>Mobile phone no:</p> <p>Relationship to child</p>
Additional Security Information	
<p>We have the safety and well-being of the children in mind at all times, and we are sure that you will appreciate that persons known to you are strangers to us. We do need means of identifying those you have authorised to collect your child/children (either authorised or emergency contacts) when you are unable to.</p>	

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We as a setting, and especially your child/children's key person, will be familiar with you as parents, but this is not always the case with the other contacts you have given us for your nominated emergency contacts and authorised persons. We therefore request that should anyone unknown to us be collecting your child, you inform us in advance and show us a photograph or give a description to enable us to identify the person when they collect your child. They must also give us your secure password.

### Health Information

Does your child suffer from any of the following (*please tick those which apply*)

Asthma	<input type="checkbox"/>	Epilepsy	<input type="checkbox"/>
Heart Condition	<input type="checkbox"/>	Kidney/Bladder problems	<input type="checkbox"/>
Diabetes	<input type="checkbox"/>	Bee Sting Allergy	<input type="checkbox"/>
Sight Impairment	<input type="checkbox"/>	Deafness	<input type="checkbox"/>
Wears Glasses	<input type="checkbox"/>	Other	<input type="checkbox"/>

If you have ticked any of the boxes above, please give details here:

Does your child require medication, either long term for existing conditions or lifesaving drugs such as Ventolin? (*Please give details of the medication and dosage*)

Does your child have any special dietary needs or preferences? **Yes/No**  
(*Please delete as applicable*)

If yes, please give details below

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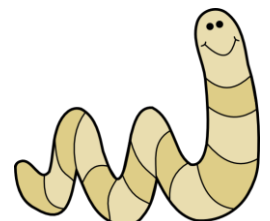
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Does your child have known allergies? Including food allergies? **Yes/No**  
(Please delete as applicable)  
If yes, please give details below

Name of GP:

Surgery:

Address:

Telephone no:

Name of Dentist:

Dental Surgery:

Address:

Telephone no:

### Safeguarding Children

Does your family have a social worker for any reason? **Yes/No**

Name

Telephone number

Based at

### Earlybirds Preschool

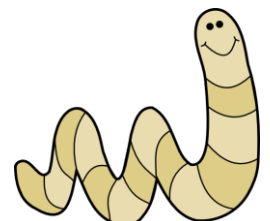
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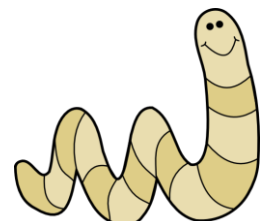
What is the reason for the involvement of Social Services with your family?

**FOR OFFICE USE** - NB If the child has a child protection plan, make a note here, but do not include details. Ensure these are obtained from the social worker named above and keep these securely in the child's named Child Protection file.

The following information is voluntary, and you do not have to complete it. However, we have a legitimate interest in requesting this data as it will assist in providing the necessary care for your child and to allow us to monitor and assess their development.

Health Visitor	
Name	Telephone number
Based at	
Has your child had their two-year-old progress check? <i>(Please delete as applicable)</i>	<b>Yes/No</b>
If so, on what date was this completed?	
Are you able to share this information with the setting? <i>(Please delete as applicable)</i>	<b>Yes/No</b>
Are your child's vaccinations up to date?	<b>Yes/No/Rather not say</b>

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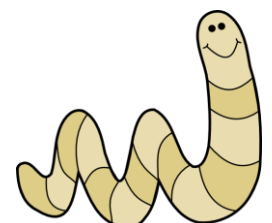




The following section requires information classed as 'sensitive personal data' for which we need your consent to collect and process. We request this data as, in some cases we have a contractual obligation to do so with our Local Authority, but also as we have a legitimate interest to allow us to plan and meet your child's needs.

Ethnicity and Cultural background	
How would you describe your child's ethnicity/cultural background?	
What is the main religion of your family?	
Are there 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 while s/he is in our setting?	
What is/are the main language(s) spoken at home?	
If English is an additional language, will this be your child's first experience of being in an English-speaking environment? <i>(Please delete as applicable)</i>	
<b>Yes/No</b>	
Special Educational Needs and Disabilities	
Does your child have any special needs or disabilities? <i>(Please delete as applicable)</i>	
<b>Yes/No</b>	
If yes, please give details below	

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What (if any) special support will your child require in our setting?

Professionals involved with the child

Name

Name

Agency

Agency

Role

Role

Telephone no

Telephone no

The following section contains information for which we need your consent. As required by data protection we have a duty to inform you that you can withdraw your consent for any of the permissions detailed below at any time. Should you wish to withdraw consent please discuss this with a member of staff in the first instance.

#### Permissions and Consent

##### Permission for the setting to act on behalf of a parent/carer

If emergency treatment is required, either whilst your child is on the premises or on an outing, (for the duration of your child's time with us) and the parents or legal guardians cannot be reached immediately, your signature in the space provided below empowers the settings management to exercise their own judgement in calling the doctor/dentist indicated above or to transport the child to a hospital casualty department by ambulance. Please read and fill in the declaration below, cross out the statement/wording that does not apply, and sign and date this section.

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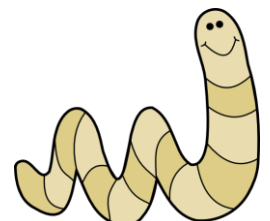
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I / We Parent(s)/Carer(s) of:

Do / do not give consent on my / our behalf for an anaesthetic to be administered or for any other urgent medical treatment to be given.

I / We do not agree to this statement and indicate our wishes as follows

Signatures of Parent(s)/Carer(s):

Date:

Permission for the application of sun cream

Yes/No

Please read the statements below and strike through the statement that **does not** apply

I / We Parent(s)/Carer(s) of:

give consent on my behalf for Earlybirds to apply their own supply of high factor children's sun cream to my child.

OR

I / We Parent(s)/Guardian(s) of:

do not agree to the above statement and I / We will supply our own sun cream, clearly labelled with my child/children's name.

Signatures of Parent(s)/Carer(s):

Date:

Please tick the statements below if you consent to the following:

I consent to my child participating in off-site outings as part of daily practice e.g. trips to the post office, shops, church etc

I consent to my child having their photograph taken for use in displays, for pegs, birthday board, allergy board, group folders etc.

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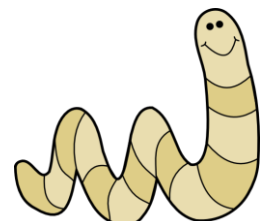
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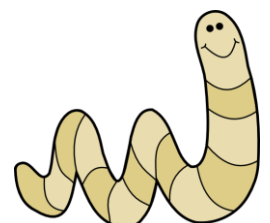


I consent to my child having their photograph taken to be used for publicity purposes - website, flyers, newspaper.
I consent to my child being on Tapestry (please see Tapestry separate form)
I consent to my child's photograph being used in Tapestry learning journeys alongside other children within the setting
I consent to my child's artwork (with their name) being displayed in the setting
I consent to my child being videoed for use by the setting staff only with regards to observational purposes either assessment of children, an activity or for monitoring children's behaviour
I consent to the video, as mentioned above, to be shared with other professionals visiting the group such as Early Years Advisors, SENCO, Health Visitor etc if necessary
I consent to my child's learning journey being shared with Ofsted inspectors and/or as part of audits by the local authority
Please sign below to confirm your consent for the indicated statements above:  Signature of Parent(s)/Carer(s):

Further information regarding how we use children's images within the setting can be found in our Image Use Policy.

**SPECIAL NOTE:** Please notify us immediately of any changes to the information provided. Please feel free to come and discuss any problems or concerns with us. If there are any other notes you would like to add, please use the space below.

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I / We confirm that the information provided on this form is correct to the best of our knowledge.

Signature of Parent(s)/Carer(s):

Date:

**PRIVACY NOTICE:** Please sign and date below to confirm that you have read and are happy with the information in the Privacy Notice.

I / We confirm we have read and understood the Privacy notice and accept the terms set out in it.

Signature of Parent(s)/ Carer(s):

Date:

**Waiting/reserved List:** We need some details about your child and family. We have a legitimate interest in requesting this data as it will assist in providing service to you. The information provided will be kept in paper form and on our password protected administrator computer for the purpose of maintaining appropriate contact details and operating a reserve/waiting list. By completing this form and signing it you are giving us consent to hold data on you and your child. If we receive no communication from you regarding a place for your child your details will be deleted after 18 months.

I / We confirm that we are happy for you to hold the information on this form for up to 18 months from the date of registration. If my child does start with you this form will continue to be held until they leave Earlybirds Preschool or as according to the retention records set by OFSTED.

Signature of Parent(s) / Carer(s)

Date:

**Earlybirds Preschool**

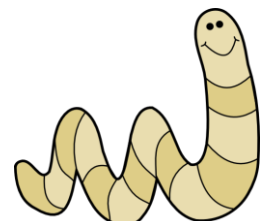
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## Verbal and Physical Abuse Policy

### *Policy Statement*

Earlybirds Preschool operates a Zero tolerance policy towards both verbal and physical abuse or assault.

We believe that all children and employees at Earlybirds have a right to be protected from verbal and physical abuse or assault, whether directed at them or by witnessing it being directed towards another person in or around the setting.

### *Procedures*

We will not tolerate abuse in any form towards employees, other parents, or children either on the premises or in the surrounding area. This especially applies when other children are present. Parents not complying with this policy will be requested to leave the premises immediately and, if necessary, the appropriate outside agencies will be informed and in serious situations procedures may be implemented to limit access and possible exclusion.

Signature of Parent(s) / Carer(s)

Date:

Thank you for completing this form. You are welcome to request to see the information we hold on you and your child at any time.

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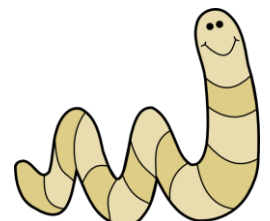
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## Parental Agreement

I understand that Earlybirds Preschool operates an open access to information policy and I am welcome during normal opening hours to view the policies and procedures under which it runs. I am also aware that they are pleased to arrange meetings to share information and review my child's records at a mutually agreeable time.

I understand that the "Statutory Framework for the Early Years Foundation Stage" (EYFS Framework) which governs the way Earlybirds operates, is available to view. I understand and consent to staff at Earlybirds caring for my child in line with this framework while in Earlybirds care. In particular policies in relation to behaviour management, equal opportunities, special needs/inclusion and the aims and objectives statement are available to view.

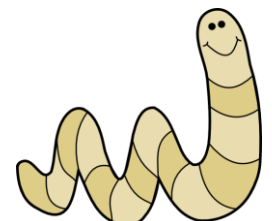
I understand that staff can administer prescribed medication with written consent and accept that the staff cannot undertake the care of sick children in particular those with infectious disease and high temperatures. I agree not to return my child to the setting until 48 hours after the last episode of diarrhoea and vomiting.

In the event of reducing or cancelling sessions, I agree to give 4 weeks' notice, in writing and accept I will be charged for this 4-week period.

Signed Parent/Guardian.....

Date.....

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## Online Learning Journeys

Earlybirds uses an online profile system called our 'Online Learning Journeys'. These are individual learning journeys for your child made through educational software called 'Tapestry'.

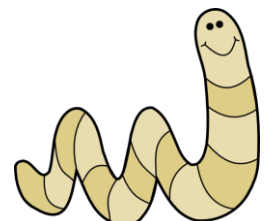
By logging on with a secure username and password, you will be able to view all your children's observations and photos during their time at Earlybirds. You will receive an email when any new observations or piece of work has been added and available for you to view. This will enable you to follow your child's individual progress closely and reflect upon achievements with your child. You will be able to make comments and add observations or photos of things they have done at home. Staff will reference your child's learning to the EYFS profile, so you will know which areas of learning your child is achieving in and the age band they are working in for that area.

E -Safety is extremely important at Earlybirds, therefore we ask you to provide us with the information needed and to sign the following agreement. By signing this you are agreeing to our guidelines

If you do not have access to a computer or alternative device, we can arrange times when you can view your child's profile at Earlybirds.

We are sure you will enjoy this new way of viewing your child's progress and Achievement's as much as we are.

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**Agreement policy for accessing the internet and using Tapestry our 'Online Learning Journey's'**

- I give permission for my child to access the internet with a staff member  
N.B. The children do not normally have access to the internet and never have unsupervised access (please see our Acceptable Internet Use & Online Safety Policy).
- I understand that my child's image may appear in other children's learning journeys as mentioned in our Image Policy
- I will NOT publish any observation or photographs on any social media site (Facebook etc).
- I understand that these rules are designed to keep my child and other children in the setting safe in compliance with GDPR and that if they are not followed sanctions may be applied.
- I will keep the login details secure.
- I will speak to a member of staff if I experience any difficulties accessing my child's learning journey.
- I agree to the Tapestry use policy.

Signature: \_\_\_\_\_

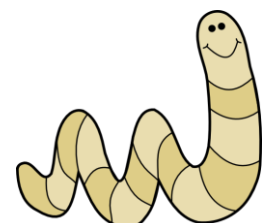
Date: \_\_/\_\_/\_\_\_\_

Print name: \_\_\_\_\_

Name of Child: \_\_\_\_\_

Email: \_\_\_\_\_

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## Parents/Carers Privacy notice

The Data Protection Officer/Lead with responsibility for monitoring this privacy notice is Samantha Wade.

### Why do we collect and use children's information?

Earlybirds Preschool will record, process and keep personal information on you and your child in accordance with **the General Data Protection Regulations 2018.**

### Privacy Notice - How we use children's information

We use this data to:

- support children's learning
- make assessments on children's development
- safeguard the children in our care in accordance with relevant legislation
- comply with Government legislation
- assess the quality of our services
- contact you regarding your child.

**Earlybirds Preschool collect, hold and share two kinds of records on children attending our setting. These records are:**

#### *Developmental records*

These include:

- developmental information collected prior to the child starting at the setting through their All about me form.
- observations of children in the setting, photographs, video clips, samples of work and developmental assessment records using the online learning journey platform Tapestry. (please ask if you wish to see our contract agreement with tapestry and how this conforms to the GDPR regulations. please see Sam Wade)

#### *Personal records*

These include:

- personal details - including the information provided on the child's registration form and any consent forms and characteristics such as ethnicity, language, and nationality.

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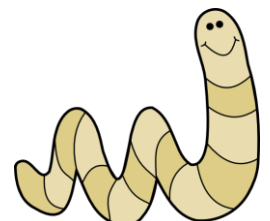
The Valley Children's Centre, The Hayes Cheddar, BS27 3HN

Manager: Kerry Wood Ofsted: EY419174

Tel: 01934 740123

Email: hello.earlybirds@gmail.com

Web: www.earlybirdsheddar.co.uk





- contractual matters - including the child's days and times of attendance, a record of the child's fees and/or funding entitlement, any records of fee reminders and/or disputes
- emergency contact details - including those people, other than parents/guardians with authorisation to collect the child from the setting.
- children's health and well-being - including discussions about every day matters regarding the health and well-being of the child with the parent/guardian, records of accidents and medication records.
- safeguarding and child protection concerns - including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a Looked After Child.
- early support and SEN - including any focussed intervention provided by our setting, a record of the child's IEP and, where relevant, their Statement of Special Education Need.
- correspondence and reports - including letters and emails to and from other agencies and any confidential reports relating to specific children

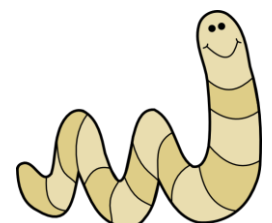
### **Collecting Information**

Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 place a legal obligation upon us to collect and process much of the information detailed above. Therefore, we do not require your consent to collect this information as we have a fair and lawful reason for doing so.

All forms collecting data will clearly state our lawful basis for processing the information you supply and where the request is voluntary or consent is required this will be clearly stated.

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### **Storing children's data**

We ensure that access to children's files is restricted to those authorised to see them such as the manager, deputy managers, designated person for child protection, administrator, the child's key person or the setting SENCO. These confidential records are stored in locked cupboards in the Earlybirds Preschool office within The Valley Children's Centre secure building.

We retain children's records for 5 years or until the next OFSTED inspection after they have left the setting, except records that relate to an accident or child protection matter. These are kept until the child reaches the age of 21 years or 24 years respectively.

### **Sharing information**

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so.

We routinely share information without consent with:

- schools that children attend after leaving us
- our local authority for the purposes of the Early Education Entitlement for 2, 3 and 4-year olds and the Early Years Census
- the Department for Education (DfE) as part of statutory data collections.

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, when:

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

Further information regarding information sharing and confidentiality can be found in our policies.

### **Earlybirds Preschool**

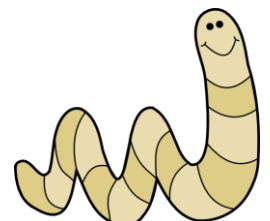
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### **Requesting access to your personal data**

Under data protection legislation, parents/guardians, children, and young people have the right to request access to information about them that we hold.

Where a child is too young to give 'informed consent' the parent is the 'subject' of the file and has a right to see the information held.

Children's developmental records are shared regularly with the parents/carers using the online Tapestry platform. They can only view their own children's journeys and reports but can ask to view any of the assessments and analysis we hold related to their child/children.

To make a request for your personal information, contact Samantha Wade following the procedure detailed in our access to records policy.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- withdraw consent where given
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased, or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you would like to discuss anything in this privacy notice, please contact Samantha Wade.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Earlybirds Preschool**

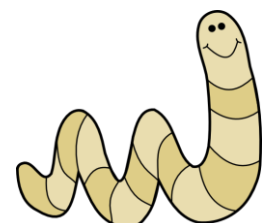
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## Acceptable Internet Use & Online Safety Policy

### Introduction

The internet should be considered part of everyday life with children and young people seen to be at the forefront of this online generation. Knowledge and experience of information and communication technology (ICT) should be considered an essential life skill. Developmentally appropriate access to computers and the internet in the early years will significantly contribute to children and young people's enjoyment of learning and development. This policy forms part of our Data Protection policies and procedures to ensure compliance with the GDPR (General Data Protection Regulations) and the Data Protection Act 2018.

Children and young people will learn most effectively where they are given managed access to computers and control of their own learning experiences, however such use carries an element of risk. Early Years practitioners and managers, in partnership with parents and carers, should consider it their duty to make children and young people aware of the potential risks associated with online technologies. This will empower them with the knowledge and skills to keep safe, without limiting their learning opportunities and experiences.

### Policy statement

This policy will outline safe and effective practice in the use of the internet. It will provide advice on acceptable and effective control measures to enable children, young people, and adults to use ICT resources in a safer online environment.

The policy applies to all individuals who are to have access to or be users of work related ICT systems. This will include children, parents and carers, early years' managers and practitioners, volunteers, students, committee members, visitors, and contractors. This list is not to be considered exhaustive.

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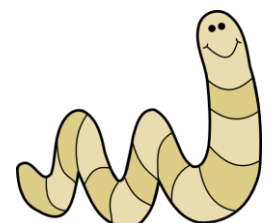
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This policy will apply to internet access through any medium, for example computers, mobile phones and tablets. Before the use of any new technologies they will be examined to determine potential learning and development opportunities. Their use will be risk assessed before considering whether they are appropriate for use by children.

### **Responsibilities**

The Designated Person for Safeguarding (DPS) is to be responsible for online safety and will manage the implementation of this policy. In our setting the DPS is **Kerry Wood** and our deputy safeguarding officer is **Helen Amesbury**, they will work closely with **Samantha Wade** to ensure all policies and procedures are in place.

The Online Safety person and The Designated Person for Safeguarding will enforce:

- day to day responsibility for online safety issues and will have a leading role in implementing, monitoring, and reviewing this Policy.
- all ICT users are made aware of the procedures that must be followed should a potentially unsafe or inappropriate online incident take place.
- recording, reporting, monitoring, and filing of reports should a potentially unsafe or inappropriate online incident occur. This must include the creation of an incident log to be used to inform future online safety practice.
- all necessary actions are taken to minimise the risk of any identified unsafe or inappropriate online incidents reoccurring.
- regular meetings take place with the registered person and/or managers to discuss current issues and review incident reports.
- effective training and online safety advice is delivered and available to all early years' managers and practitioners, including advisory support to children, parents and carers, committee as necessary.
- liaise, where appropriate, with other agencies in respect of current online safety practices and the reporting and management of significant incidents.

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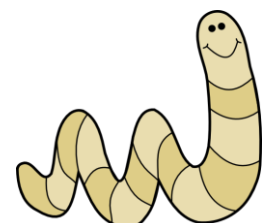
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- only ICT equipment belonging to Earlybirds Preschool are to be used by the children and staff. Staff and committee are permitted to log on to their work email accounts on personal devices so long as they are password protected.

### **Managing online access**

#### Password security

- maintaining password security is an essential requirement for early years' managers and practitioners particularly where they are to have access to sensitive information. A list of all authorised ICT users and their level of access is to be maintained and access to sensitive and personal data is to be restricted.
- early years managers and practitioners are responsible for keeping their passwords secure and must ensure they are updated once every 60 days. All users must have strong passwords, for example a combination of numbers, symbols and lower and upper-case letters.
- sharing passwords is not considered to be secure practice.
- all computers and laptops should be set to 'timeout' the current user session should they become idle for an identified period.
- all ICT users must 'log out' of their accounts should they need to leave a computer unattended.
- if ICT users become aware that password security has been compromised or shared, either intentionally or unintentionally, the concern must be reported to the Online safety person or Designated person for Safeguarding.

#### Internet access

- the internet access for all users will be managed and moderated in order to protect them from deliberate or unintentional misuse. Every reasonable precaution will be taken to ensure the safe use of the internet. However, it must be recognised that it is impossible to safeguard against every eventuality.
- the following control measures will be implemented which will manage internet access and minimise risk:
  - secure broadband or wireless access

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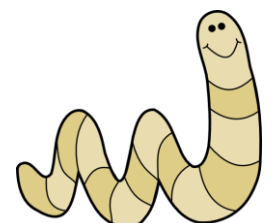
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- a secure, filtered, managed internet service provider and/or learning platform.
- secure email accounts for staff and committee (deleted when they leave).
- regularly monitored and updated anti-virus protection.
- a secure password system
- an agreed list of assigned authorised users with controlled access
- effective audit, monitoring and review procedures.
- online activity is monitored to ensure access is given to appropriate materials only. Computers, laptops, tablets are sited in areas of high visibility to ensure children and adults are closely supervised and their online use appropriately monitored. Our children's computer is in our small room and is only used supervised and for small periods of time with the children.
- should adults discover potentially unsafe or inappropriate material, they must hide the content from view. For example, the window will have minimised and/or the monitor (not Computer) will be turned off. All such incidents must be reported to the DPS/online safety person who must ensure a report of the incident is made and take any further actions necessary.
- all managers and practitioners will be made aware of the risks of compromising security, for example from connecting personal mobile devices to work related ICT systems. Such use is avoided but should it, on occasion, be unavoidable it will be subject to explicit authorisation of the Designated Person for Safeguarding. Such use will be stringently monitored.
- should it be necessary to download unknown files or programmes from the internet to any work-related system it will only be actioned by authorised The Online Safety person with permission from the Designated Person for Safeguarding (DPS). Such use will be effectively managed and monitored.
- all users are responsible for reporting any concerns encountered using online technologies to the DPS.
- children are taught the following stay safe principles in an age appropriate way prior to going online;
  - only go online with an adult
  - be kind online

### **Earlybirds Preschool**

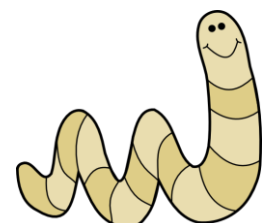
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- keep information about me safely
- only press buttons on the internet to things I understand
- tell a grown up if something makes me unhappy online
- staff must report any suspicious or offensive material, including material which may incite racism, bullying or discrimination to the Internet Watch Foundation at [www.iwf.org.uk](http://www.iwf.org.uk)

### Online communications

- Earlybirds preschool has a designated email address for personal correspondence that is password protected. The password is only known by the senior management team.
- all staff and committee members also have email addresses for work related communication not personal use.
- all official communications must occur through secure filtered email accounts.
- all email correspondence will be subject to scrutiny and monitoring.
- all ICT users are expected to write online communications in a professional, polite, respectful, and non-abusive manner. The use of emotions is not permitted.
- a filtered internet server is used to monitor and prevent offensive material or spam. Should, on occasions, security systems not be able to identify and remove such materials the incident will be reported to the Designated Person for Safeguarding immediately.
- early years managers and practitioners must ensure that all communications are transparent and open to scrutiny
- all ICT users should refrain from opening emails where they do not know the sender or where the content or format looks suspicious.

### Managing multimedia technologies

- many devices are equipped with internet access, GPS, cameras and video and audio recording functions. A risk assessment is completed to minimise risk of using technologies whilst maximising the opportunities for children and young people to access such resources.
- access to a range of age appropriate websites are available.

### Earlybirds Preschool

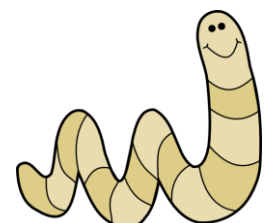
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- all ICT users and the DPS must only use moderated sites to afford maximum protection. Non-moderated websites allow for content to be added and removed by others.

### Mobile phones

- in this current time children even in early years may own a mobile phone or other ICT device with them. If a child is found to have a mobile phone or ICT device with them, this is removed and stored in a locked drawer until the parents collect the child at the end of the session.
- staff/Committee personal mobile phones can only be used by staff in the staff room and the back office during working hours. They must be stored in the staff room preferably in a locked locker.
- in an emergency, personal mobile phones may be used in an area where there are no children present, with permission from the manager.
- parents and visitors are requested not to use their mobile phone whilst on the premises. They will be asked to leave mobile phones in a locked drawer with the administrator if they are remaining for an extended period of time.
- when we have contractors into the setting they sometimes need to use a mobile phone or similar ICT device to record the work they are doing. A member of staff will supervise this person at all times.

### Cameras and videos

- staff/volunteers and visitors must not bring their personal cameras or recording equipment into the setting.
- photographs and recordings of children are only taken for valid reasons i.e. to record their learning and development, or for displays within the setting, with written permission received by parents (see the registration form) Such use is monitored by the manager.
- where parents are permitted to photograph, record their own children at special events, we make it known to them that this is for personal use only and must not be shared or placed on any social media sites.
- if photographs are used for publicity purposes. Parental consent must be given, and safeguarding risks minimised, for example, ensuring children cannot be identified by name or through being photographed in a sweatshirt with the name of their setting on it.

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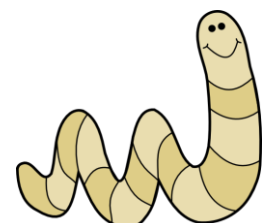
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### Social networking sites

- access to social networking sites is not permitted by children in the setting.
- early years managers and practitioners are not permitted to use work related technologies for personal access to networking sites.
- the use of these sites in adult's recreational time cannot be restricted however early years' managers and practitioners must adhere to our professional conduct agreement. Content which may compromise professional integrity or will bring the setting into disrepute is not permissible and may result in disciplinary action.
- it is not permissible for early years' managers or practitioners to engage in personal online communications with parents or carers. This includes the use of social media networking platforms such as Facebook and Twitter.
- any known misuse, negative and/or anti-social practices must be reported immediately to the DPS.
- Earlybirds management team and administrator oversea the preschool closed Facebook group and the content on it. Parents must not be added as friends and are only invited to join our news and views group once the child has started with us. When the child leaves they will be deleted form group.
- staff, parents, and committee must not upload photos taken of children in setting to any social network site. Parents are reminded of this at occasions where photographs are taken i.e. sports day, nativity.
- staff and committee members can at the discretion of the Early year's manager/DPS be members on social media sites with other parents and carers but if any inadequate material is witnessed or reported they will be asked to leave that site.

### Tapestry

- Earlybirds Preschool uses an online Learning Journey Platform Tapestry, allowing staff and parents to access the information from any work-based computer via a personal, password protected log in.
- all staff have password protected accounts and parents also must sign up when their child starts that they would like to sign up to Tapestry.

### Earlybirds Preschool

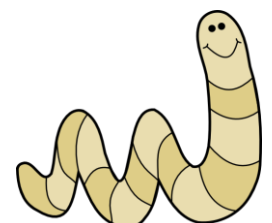
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- guidance is giving to parents/carers on how to create a secure password when they join, alongside with consent for staff to take photos etc.
- staff access allows input of new observations and photos or amendment of existing observations and photos.
- parent access allows input of new observations and photos or the addition of comments on existing observations and photos - parent log-in do not have the necessary permission to edit existing material.
- Samantha Wade as tapestry co-ordinator manages of the security of what parents and staff have access to do on Tapestry.
- Parents logging into the system are only able to see their own child's learning journey. Although the parents need to give consent that they understand their child's picture and names may be used and seen on other child's journals in observations.
- tapestry will only be logged into on Earlybirds owned computers within the setting.

#### Tapestry Security

- the Tapestry Online Learning Journey platform is hosted on a secure dedicated server based in the UK.
- there storage units are in Germany and the UK
- Tapestry has a privacy policy, terms and condition and a contract with Earlybirds, which parents can request to see at any time.

#### Website

- Earlybirds Preschool have a website that can be found on internet search.
- the administrator and management team have ownership of this and edit and update the information on it.
- staff and committee photos and first names are on the website, this is with the permission of staff.
- the website has a contact tab that will send any enquiries to the Earlybirds preschool email address.

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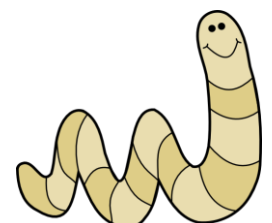
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This policy was first adopted 9<sup>th</sup> May 2018

Date for review: 9<sup>th</sup> May 2019

This policy was reviewed:

Date of next review:

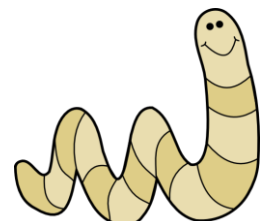
Signed on behalf of the committee:

Helen Nicholson, Committee Chair

Signed on behalf of the Preschool:

Kerry Wood, Manager

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## ALLOCATION FORM

Child's Name: D.O.B

Parents' Names:

Address: Tel No:

Email: Mobile No:

Please complete the sessions you require for your child. There are multiple tables provided to allow you to request different sessions from different dates. I will write to you confirming the sessions you require subject to availability.

N.B If your child is starting at 2 years of age we will offer 2 sessions as a minimum to start with, then build up to more once settled.

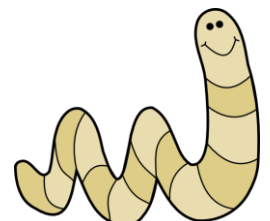
**We tailor the settling in period to your child's needs, but our settling in procedure is as follows:**

We offer an initial half hour visit prior to them starting at Earlybirds where you will meet your child's key person, show you Tapestry our online profiling system, and as an opportunity to see your child playing in the preschool room.

On commencing their sessions, we recommend your child build's up to their full sessions if necessary, to help them settle. You will only be charged for the hours attended if paying for your sessions. If you need your child to attend their full sessions straight away, then we ask that there is always an emergency contact available to collect your child should they become unsettled.

Thank you for your co-operation

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	Monday	Tuesday	Wednesday	Thursday	Friday
AM					
LUNCH					
PM					

From: (date) \_\_/\_\_/\_\_

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
AM					
LUNCH					
PM					

From: (date) \_\_/\_\_/\_\_

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
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