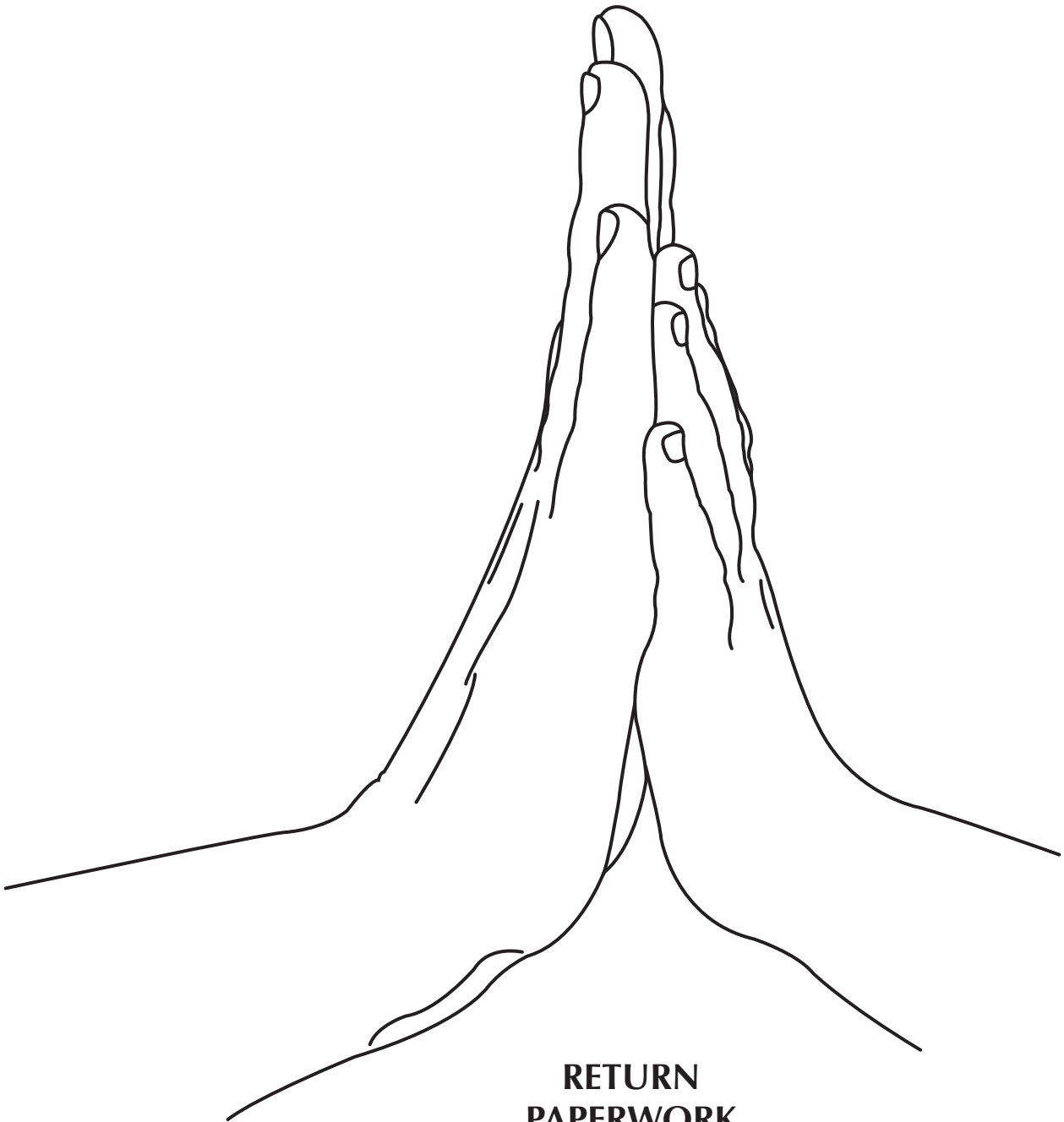


Child's name:



**OUR LADY
STAR OF THE SEA
NURSERY**



**RETURN
PAPERWORK**

Our Lady Star of the Sea Nursery

Safeguarding & Promoting Children's Welfare

All children whatever their age, background, religion or family circumstances have a fundamental right to be offered care and protection by those responsible for their safety and wellbeing. Most of the time, this means parents and carers, but when children attend our nursery the responsibility to safeguard and protect children becomes the job of other adults, even if only for a short time.

Our Lady Star of the Sea Nursery is required by law to safeguard and protect the interests of children placed in our care. We do this by making sure that we have staff who are trained to help any children who may be unhappy or worried, or who may be having difficulties at home. As part of our early years curriculum, we teach children the importance of taking care of themselves and others and we make sure that children know to whom they can turn for help and advice if for whatever reason their parents are not able to help.

We encourage children and parents to talk to us or to seek help, if they are worried, just as we will usually talk to parents if we are concerned about anything to do with their child. There are times when parents may need our support or advice so they can help their child. Support may be available from school, the local education authority and also from social services and other agencies that may also be able to offer assistance. We would not share information with these other agencies or ask them to visit you without your consent.

There may however be occasions when staff have serious worries and believe that a child is at risk of serious harm. Our nursery like others, must follow the procedures which are laid down by the government for protecting children. In these circumstances we must make contact with the local social service office and share our concern. In most circumstances we will tell you we are doing this. In social services, there are specialised workers who would then decide how best to help and support the family. If they feel a child is in danger, these workers can also take steps to make sure the child is safe.

Within our nursery we have policies to ensure that our staff behave properly and professionally towards the children with whom they work and so that all staff know what to do if they become worried about a child. Any parent wishing to view this document may do so upon request. We take seriously our responsibility to look after the interests of your children, not just because we are required to do so by law, but also because we recognise that in order to learn and develop, children need to feel safe and secure and they need to feel valued. To this end, we recognise the importance of our role in working with you as parents and with your child.

Child's name:

Signed: Parent / Guardian

Date:

----- Please return to Nursery as soon as possible

Our Lady Star of the Sea Nursery

Child Registration Form

If we should need to contact somebody during the daytime and there is nobody at the above address, please indicate where we could try to reach:

Family Name:

Child's Name:

Date of Birth:

Religion:

Parent(s) Name(s):

Address:

Post code:

Telephone:

Home:

Mobile:

Work:

Email:

Parent's Address (if different from above):

Telephone:

Parent(s) Occupation:

Name(s) of any other person(s) who have parental responsibility:

Telephone:

Which parent(s) and/or carer(s) does your child normally live with?:

Telephone:

Who has legal contact with your child?:

Who has parental responsibility for your child?:

Emergency contact details for parents and/or carer(s):

Telephone:

Doctor's Name and Address:

Telephone:

Health Visitor's Name and Address:

Telephone:

Nursery must be notified if your child suffers from asthma.

Please note: Attending nursery does not give automatic entry into Our Lady Star of the Sea School. Please visit the schools website for their Admissions Criteria

Is your child allergic to anything? _____ Has your child been in hospital recently?

Has your child any on-going health problems?

When will your child start school? _____ Which school?

Name of the person(s) authorised to collect the child from Nursery:

(Please notify us of any changes. No child will be released to an unauthorised person)

Special Request/Requirements about food, clothing, health, cultural/religious or other matters, which we should observe while your child, is in our nursery:

Background information on your child which may help us to understand her/him, e.g. any special fears, any brothers/sisters, older or younger, any special words for (e.g.) the toilet, any recent family events which may have affected the child:

(This information will be kept confidential)

Written permission is requested to seek any necessary emergency medical advice or treatment. Any parental wishes eg. cultural/religious will be acknowledged. Parents will be informed immediately after emergency services, medical advice or treatment sought. I _____ (print name) give my permission for the Nursery to seek immediate medical attention in the event of an emergency. I understand that I will be contacted in the event of such an occurrence as soon as possible.

Signed:

Any specific requirements:

Cultural, religious, allergies to medicines:

Please delete as applicable, then sign below:

I am/am not willing for _____ (child's name) to go on brief, local outings from the Nursery. I understand that specific consent will be sought for major excursions.

Signed:

Ethnic background
of child (voluntary):

- White British** Irish Irish heritage Gypsy/Roma
- Any other White background, please specify _____
- Mixed - White & Black Caribbean** White & Black African White & Asian
- Any other Mixed background, please specify _____
- Asian or Asian British** Indian Pakistani Bangladeshi
- Any other Asian background, please specify _____
- Black or Black British** Caribbean African
- Any other Black background, please specify _____
- Chinese**
- Any other Ethnic background, please specify _____
- Prefer not to say

We welcome parents
and carers too.

On what days could you come and help?

Are there any other ways you would especially like to help?

Can you offer any help outside group sessions? (E.G. with making/maintaining
equipment or helping raising funds):

Our Lady Star of the Sea Nursery

Data Protection Permission Form

Dear Parents

In order to conform with Data Protection regulations I require you to give permission for photographs of your child/children to be used in any of the following ways. Please complete, sign and return to nursery as soon as possible.

I _____ give permission for photographs of my child _____ to be used by Our Lady Star of the Sea Nursery in the following ways (please tick appropriate boxes). This consent form is valid for one year.

Yours sincerely

Barbara Draper
Nursery Supervisor

- | | |
|--|--------------------------|
| DISPLAY WORK | <input type="checkbox"/> |
| CHRISTMAS NATIVITY | <input type="checkbox"/> |
| NURSERY TRAINING PACKAGES | <input type="checkbox"/> |
| LOCAL AUTHORITY LEAD PRACTITIONER TRAINING | <input type="checkbox"/> |
| TRAINING PACKAGES WITHIN MAIN SCHOOL | <input type="checkbox"/> |
| EVENTS / FESTIVALS | <input type="checkbox"/> |
| NEWSPAPERS | <input type="checkbox"/> |
| RESEARCH | <input type="checkbox"/> |
| KEY PERSON FLOORBOOK / WORSHIP FLOORBOOK | <input type="checkbox"/> |
| WEBSITE / NURSERY BLOG | <input type="checkbox"/> |
| EMAIL | <input type="checkbox"/> |
| E-NEWSLETTERS | <input type="checkbox"/> |

Signature of Parent/Guardian:

Our Lady Star of the Sea Nursery

Terms & Conditions

Please find below details of our terms and conditions relating to payment of fees for your child:

1. Each child must attend nursery for a minimum of 3 sessions per week unless otherwise agreed by the Management Committee.
2. Deposits must be paid in full prior to a child's place at nursery being secured. This will be deducted from your child's first invoice or repaid as appropriate.
3. Fees must be paid in full by the date specified on your half termly invoice. Under extenuating circumstances, alternative arrangements for payment of fees could be arranged. This must be with prior agreement from the Nursery Supervisor. If you are experiencing any financial difficulties regarding the payment of your fees we recommend that you contact the Nursery Secretary/Supervisor as soon as possible.

Please note, if fees are not paid by the due date your child's place at the nursery may be reallocated and you will incur a cumulative late fee payment.

4. It is your responsibility to complete your funding agreement and apply for your additional 15 hours funding code (www.childcarechoices.gov.uk) - please note that you must apply for your code during the Summer Term for a September start. It is also your responsibility to inform us of any changes in circumstances which may affect your funding.

5. Nursery require four weeks written notice for termination of your child's nursery place. Failure to give the required four weeks' notice of termination of your child's place at nursery prior to starting nursery will result in the loss of your deposit. Failure to give the required four weeks' notice of termination of your child's place at nursery once attending nursery will still incur your normal weekly fee for four weeks.

6. Debts which remain outstanding after a period of one month will be recovered through the small claims court or debt collecting agency. This will also result in your nursery place being reallocated.

7. Refunds are not given for sickness or holidays taken during nursery opening times.

The Nursery Management Committee

I have read Our Lady Star of the Sea Nursery Terms and Conditions regarding payment of fees and agree to adhere to them.

Child's Name:

Signature of Parent/Guardian:

Print Name:

Date:

Our Lady Star of the Sea Nursery

Internet Rules

These are two extracts taken from the Superhighway Safety pack which is held on the National Grid for Learning at: <http://safety.ngfl.gov.uk>. They contain information which you may find interesting and may wish to consider.

NCH Action for Children House Rules - Be Net Smart

- Never tell anyone you meet on the Internet your home address, your telephone number or your school's name, unless your parent or carer specifically gives you permission.
- Never send anyone your picture, credit card or bank details, or anything else, without first checking with your parent or carer.
- Never give your password to anyone, even a best friend
- Never arrange to meet anyone in person without first agreeing it with your parent or carer, and get them to come along to the first meeting, which should always be in a public place.
- Never hang around in a chat room or in a conference if someone says or writes something which makes you feel uncomfortable or worried, and always report it to your parent or carer.
- Never respond to nasty, suggestive or rude e-mails or postings in Usenet Groups.
- Always tell your parent or carer if you see bad language or distasteful pictures while you are online.
- Always be yourself and do not pretend to be anyone or anything you are not.
- Always remember if someone makes you an offer that seems too good to be true, it probably is.
- Delete attachments from strangers without opening them. They may contain viruses that can damage your machine.

Taken from: Children on the internet: opportunities and hazards. NCH Action for Children, 2000 <http://www.nchaqc.org.uk/internet/rules.html>

Parents making the Internet: Safer

It is really important to involve your children in thinking about your family code for safe and secure Internet use – just as you would explain about not talking to strangers in the park. Devise your own code of Internet use with your children. You are the expert when it comes to your own children, so you can make sure that the code is appropriate for their individual ages and levels of maturity.

- Decide together on what is suitable use, and therefore, what is unacceptable, for example - bad language, adult or racist material, contact with strangers etc.
- Encourage your children to tell you if they find something unacceptable while they are online.
- Report anything unacceptable to your Internet Service Provider (ISP). Contact <http://www.internetwatch.org.uk/> about illegal content or contact.
- Ensure your children understand that not everyone on the Internet is who they say they are, so they should never arrange to meet anyone before checking with you.
- Explain that passwords, photos, credit card numbers and address, phone and e-mail details shouldn't be passed on unless you agree
- Agree who can use the Internet, when and for how long – try to use it as a shared resource in a shared area of the home.
- Ask any visiting children or adults to respect your family code if they access the Internet from your home.

© Parents Information Network (PIN) 2000 <http://www.pin.org.uk>

Our Lady Star of the Sea Nursery

Internet Rules Permission Form

Child's Name:

Class:

Parent:

As the parent or legal guardian of the child signing above, I grant permission for child to use electronic mail and the internet.

I also understand that some of the material on the internet may be unsuitable and I accept responsibility for setting standards for my child to follow when selecting, sharing and exploring information and media. I have received and accept the nursery's internet rules and house rules for use at home.

Parent's signature:

Date:

**Our Lady
Star of
the Sea
Nursery**

**Sun
Protection
Consent
Form**

Dear Parents,

Applying individual creams can sometimes be a time consuming and laborious task, therefore, we would like to purchase one 'large' bottle of factor 50 sun cream for sensitive skin, and apply it to all the children. To enable us to apply this 'generic' sun cream we require your signed permission. If you are happy for us to do this please complete the slip below and return to nursery as soon as possible.

Of course this would be a problem for children with particularly sensitive skin, if this is the case you will need to provide nursery appropriate sun protection for your child.

Kind Regards
Barbara Draper
Nursery Supervisor

Date: _____

Name of child: _____

I give permission for Our Lady Star of the Sea Nursery to apply nursery's factor 50 sun cream for sensitive skin to my child.

Parent/Guardian signature:

**Our Lady
Star of
the Sea
Nursery**

**Sharing of
information
Statement**

Dear Parents,

We would like to be able to share information about your child with schools and other childcare settings they attend. This allows us to provide continuity of care to your child. Information we may wish to share might include their Early Years Foundation Stage tracking documents including their learning profile, activities enjoyed, likes and dislikes, abilities and stage of development and general wellbeing.

We will share information about your child with other childcare professionals such as the Lancashire's Early Years Consultancy Team and Ofsted with regard to the ongoing development and evaluation of our practice.

We may need to share information about your child with other professionals such as Health Visitors and Speech Therapists. This will be the case if we're concerned about an aspect of your child's development. We will not approach other professionals for this reason without first discussing our concerns with you.

Kind Regards
Barbara Draper
Nursery Supervisor

Date: _____

Name of child: _____

I/we give permission for Our Lady Star of the Sea Nursery permission to share information about my child as described above. If I wish to withdraw this consent then I will do so in writing.

Parent/Guardian signature:

Our Lady Star of the Sea Nursery

School Dinners

Dear Parents,

We provide hot lunches from the school kitchen. The food is fresh and locally sourced where possible and is nutritionally suited to the needs of growing children. The nursery children are served before school and they eat together with their friends and key persons in a family style.

Please contact Nursery for current charges. We ask parents to sign for a minimum of half a term and to pay in advance at the nursery office at the beginning of each term. If you are interested in booking a hot lunch option, please could you indicate in the form below and return it to nursery A.S.A.P. Please do not hesitate to contact us if you have any queries.

Yours sincerely

Helen Shields
Nursery Secretary

School Dinners Return Form

I would like my child to have school dinners on:

Monday Tuesday Wednesday Thursday Friday

(please indicate by circling the correct days)

I do not want school lunches

Child's name: _____

Parent's name: _____

Our Lady Star of the Sea Nursery

Image Consent Letter

Dear Parent

This letter explains why we will need to ask for your consent before we are able to take photographs of your child during their time at Our Lady Star of the Sea Nursery. Generally photographs are a source of pleasure and pride. We believe that the taking and use of photographs can enhance the self-esteem of children and therefore is something to be welcomed and appreciated.

We may take photographs for a number of reasons whilst your child is with us, these include:

- e-newsletters
- website
- record learning and developmental progress
- display and floor books
- record and celebrate special events and achievements

We will also encourage children to be active learners, and to become involved in using cameras themselves by taking photos of their surroundings, activities and of each other. We do however recognise that with the increase use of technologies, particularly digitally and online, the potential for misuse has become greater and we understand that this can give rise to concern. We will therefore endeavour to put effective safeguards in place to protect our children by minimising risk.

We have a Camera and Image Policy in place, which you are welcome to view on our website. If you have any special circumstances either now, or at any time in the future which would affect or change your position regarding consent, please let us know immediately.

Please read and complete the attached forms and do not hesitate to contact me should you have any queries.

Yours sincerely
Barbara Draper

Our Lady Star of the Sea Nursery

Online Safety Acceptable Use Agreement

Dear Parent,

As part of the EYFS framework and programme of activities which supports children's learning and development, your child will have the opportunity to access a wide range of information and communication technology (ICT) resources.

These resources include access to:

- Computers
- Interactive touch TV
- Internet
- Email
- Digital cameras and copying and printing facilities
- Recording devices

We recognise the important contribution and value that such resources play in promoting children's learning and development; however, we also recognise there are potential risks involved. We therefore have rigorous online safety policies and procedures in place.

In order to support us further in developing your child's knowledge and understanding about online safety, please read the following rules with your child. We then ask that you return the attached slip. We understand that your child is too young to give informed consent on his/her own; however, we feel it is good practice to involve them as much as possible in the decision making process, and believe a shared commitment is the most successful partnership. Full details of the Acceptable Use Policy and Internet Policy are available on request.

Hopefully, you will also find these rules provide you with an opportunity for further conversations between you and your child about safe and appropriate use of the online and digital technologies, both within and beyond the nursery environment, such as at a friend's house or at home.

Should you wish to discuss the matter further, please do not hesitate to contact me.

**Yours sincerely
Barbara Draper**

Our Lady Star of the Sea Nursery

Consent Form for Taking Images



I am happy for my photograph to be taken.



I will tell an adult if I am ever unhappy having my photo taken.

Occasionally, we may take photographs of children and young people to mark special occasions and to monitor the children's learning and development progress. Any photos taken will be for the use of nursery and yourselves, and we will therefore not share them with a third party without explicit authorisation or consent. Occasionally, we may invite the media into nursery to take photographs to record any special events. We will notify you of such occasions, and will seek specific permission for photographs to be taken, and potentially published at such times. To comply with the Data Protection Act 1998, we need your permission before we can photograph or make any recordings of your child.

Please complete as appropriate.

- I consent / do not consent to photographs of my child being taken by authorised personnel representing Our Lady Star of the Sea Nursery.
- I agree / do not agree with any resulting images being displayed on walls where they may be visible at times to the general public or anywhere which could be defined as a 'public place'.
- I understand that additional consent will be obtained should images be taken or used by a third party.
- I understand that I can withdraw my consent, or request to see photos taken at any time.
- I have read and understood the conditions of use set out below.
- I have discussed this policy with my child, and she /he is happy to be photographed, although I understand that at any time should s/he refuse or become upset, no photographs will be taken.

Note:

This form is valid for the duration of your child's time at Our Lady Star of the Sea Nursery. The consent will automatically expire after this time. It is your responsibility to let us know if you want to withdraw or change your consent at any time. I have read and understood the conditions of use.

Parent/carer's signature: _____

Name: _____

Date: _____

Name of child: _____

**Our Lady
Star of
the Sea
Nursery**

**Data
Consent**

Dear Parent,

In order for us to comply with GDPR regulations introduced on 25th May 2018, you must acknowledge you have read and accept our privacy notices, as well as consenting for us to continue to hold and process your data in relation to our childcare service by ticking the box this box

Finally, your signature confirms your agreement to Our Lady Star of the Sea Nursery sending you information via email/group text or telephone.

Name: _____

Signature: _____

Date: _____

How we use children's information

The categories of children's information that we collect, hold and share include:

- Personal information (such as name, date of birth and address)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Attendance information (such as sessions attended, number of absences)
- Tracking and assessment information
- Medical conditions
- Special Educational Needs and Disability

Why we collect and use this information

We use the child's data:

- to support learning
- to monitor and report on progress
- to provide appropriate pastoral care
- to assess the quality of our services
- to comply with the law regarding data sharing
- to safeguard children

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
(j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Collecting children's information

Whilst the majority of 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 child information to us or if you have a choice in this.

Storing data

We hold children's data in accordance with Our Lady Star of the Sea Retention Policy.

Who we share child's information with

We routinely share pupil information with:

- schools that the child attends after leaving us
- our local authority
- Ofsted
- Other professionals (e.g. health visitor/professional, social worker, children's services)
- Local Authority (e.g. funding, children looked after)

Why we share children's information

We do not share information about our children with anyone without consent unless the law and our policies allow us to do so.

We share children's data with the Department for Education (DfE) on a statutory basis (EYFS, 2017). This data sharing underpins funding and educational attainment policy and monitoring.

We are required to share information about our children with our local authority (LA) and the Department for Education (DfE) under the Statutory Framework for the Early Years Foundation Stage (EYFS, 2017).

Requesting access to your personal data

Under data protection legislation, parents and children have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs. B. Draper via the nursery office.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- 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

Our Lady Star of the Sea Nursery

Privacy Notice

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

Contact

If you would like to discuss anything in this privacy notice, please contact: Mrs B. Draper, Nursery Supervisor.

How we use parents' information

The categories of parents' information that we collect, hold and share include:

- Personal information (such as name, date of birth and address, passport, NI number)
- Characteristics (such as ethnicity, language, nationality, country of birth)
- Financial records (to claim funding, validation)

Why we collect and use this information

We use the parents' data:

- to access government funding
- to acquire DBS if volunteering in nursery
- to comply with the law regarding data sharing
- to safeguard children

The lawful basis on which we use this information

On the 25th May 2018 the Data Protection Act 1998 will be replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
(c) Processing is necessary for compliance with a legal obligation to which the controller is subject;

Article 9

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
(j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89 (1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Our Lady Star of the Sea Nursery

Privacy Notice

Collecting parents' information

Whilst the majority of 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.

Storing data

We hold parents' data in accordance with Our Lady Star of the Sea Retention Policy.

Who we share parents' information with

We routinely share parents' information with:

- Other professionals (e.g. health visitor/professional, social worker, children's services)
- Local Authority (e.g. funding)

Why we share parents' information

We do not share information about parents' with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, parents have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact Mrs. B. Draper via the nursery office.

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- 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 have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at: <https://ico.org.uk/concerns/>

Contact

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All About Me

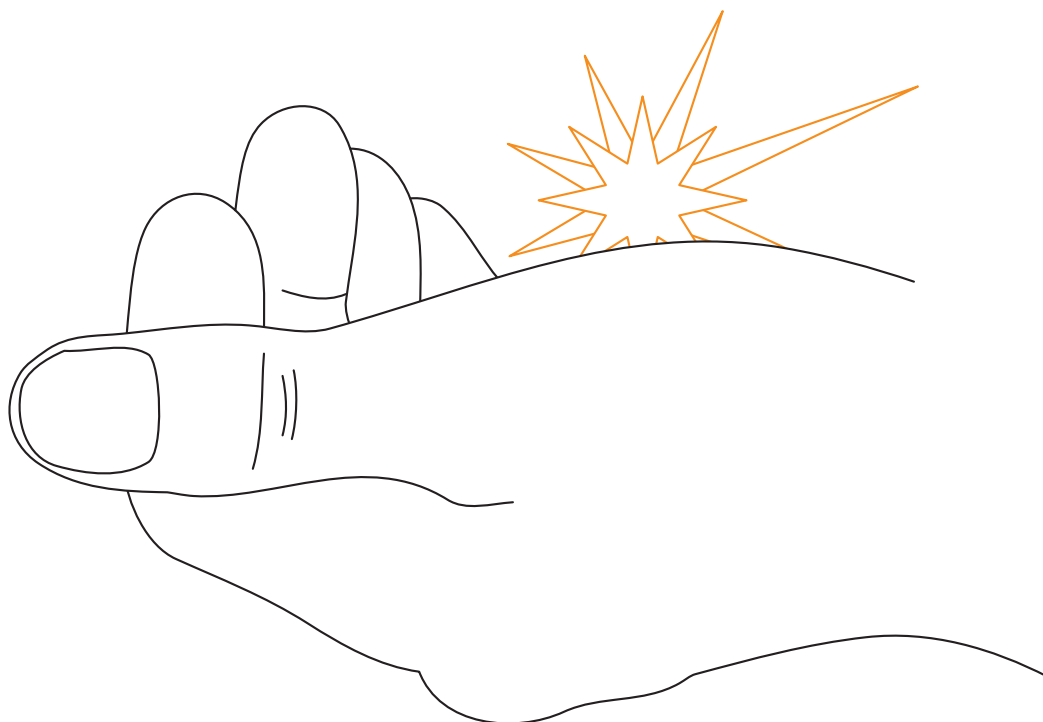
Dear Parent/Carer,

Before children come to nursery they have already made major steps in development. We know that as parents you are the first educators of your children and see you as valued partners.

It will help us to get to know your child if you can sit together and fill in the following and then return it to us. Please include drawings and/or photographs.

It would be nice to hear about activities your child enjoys doing at home, e.g. favourite places to visit, and ways in which they enjoy to helping you, in fact anything that you would like to tell us would be great!

Thank you for your help.



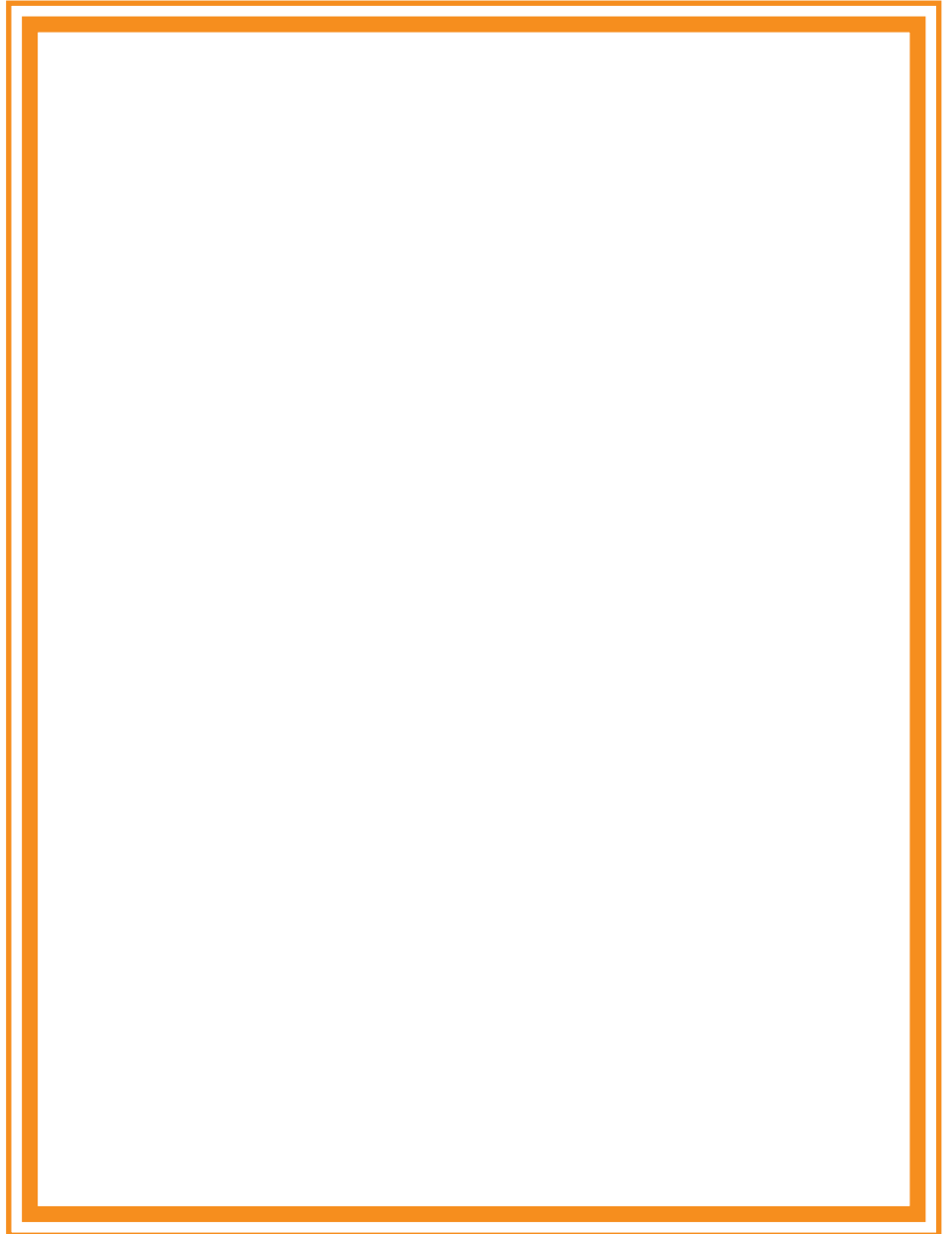
Name:

Our Lady
Star of
the Sea
Nursery

All About Me

My name is

This is me!



(Photo or drawing)

I like to be called

All About Me

This is my family.



(Photo or drawing)

I call them

My friends are called

.....

Here they are.



(Photo or drawing)

All About Me

As well as being at home, I've already been to
.....

I like to



My favourite toys are



My favourite story or rhyme is

All About Me

Parents, please tell us anything else that would help us to get to know your child better e.g.

- If English is NOT your first language at home.
- What do they enjoy doing outside?
- Do they like to play alone or with friends?
- What activities are they particularly confident with?
- Are there any activities that you feel they need extra support with?

This is the first step in building a relationship with you and your child. Please continue to provide us with regular information about your child's activities and experiences at home. Thank you, once more, for your help.