

Jumping Beans Greenhithe - Childcare and early education registration form

Child's details

Start Date _____

Child's first name(s) _____

Surname _____

Name known by _____

Child's full address _____

Date of Gender birth _____

Birth certificate needs to be seen

Birth Certificate Number _____ Passport No _____ Date _____ Staff Initial _____

Family details

Who does the child live with? _____

Contact details 1 (including emergency information):

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____

Mobil

e _____

Email _____

Home address _____

Work address _____

Does this parent have parental responsibility for the child? Yes No

Parent NI number _____

Parent Date of Birth _____

Parent Occupation _____ **Contact**

details 2 (including emergency information):

Parent/carer full name _____

Relationship to child _____

Daytime/work telephone _____ Mobil
e _____

Email _____

Home address _____

Work address _____

Does this parent have parental responsibility for the child? Yes No

Parent NI number _____

Parent Date of Birth _____

Parent Occupation _____

Other person(s) with legal contact *to be completed where those persons with parental responsibility are separated and/or an S8 Order is in place.*

Contact telephone numbers _____

Relationship to child _____

Please give details of the legal contact arrangements that we need to be aware of

No Access by – Name

Relationship to Child:

Reason: e.g court order or other

Evidence seen - Yes / No

Copy Provided - Yes / no

Date/ Date of Expiry

Collection Permission Authorisation (please note that if the authorised person is not named on this admission form, we will check before releasing the child. Only those over the age of 16 years can be named as authorised persons) Please ensure contacts are local, consent has been given and they are aware of the security password.

Authorised Person 1 (other than parent)

Name _____

Relationship to child _____

Address _____

Home Telephone/Mobile _____

Authorised Person 2 (other than parent)

Name _____

Relationship to child _____

Address _____

Home Telephone/Mobile _____

Security Password for the collection of child by authorised persons

Emergency treatment declaration

In the event of an accident or emergency involving my child I understand that every effort will be made to contact me, and emergency services will be called as necessary. I understand that my child may be taken to hospital accompanied by a senior member of staff for emergency treatment. I understand that health professionals will be responsible for decisions about medical treatment in my absence.

Signed _____ Date _____

Print Name _____

Details of professionals involved with your child

GP/Doctor

Name _____ Telephone _____

Practice Address _____

Health Visitor

Name _____ Telephone _____

Practice Address _____

Dentist

Name _____ Telephone _____

Practice Address _____

Early Help Support Worker

Name _____ Telephone _____

Address _____

Social worker

Name _____ Telephone _____

Please give brief details _____

Specialist Treatment – If you child is under a consultant/therapist please detail below

Health

and Development

Has your child received the following immunisations, this enables us to effectively manage any special education, health, or medical needs of your child.

POLIO	DIPHTHERIA	TETANUS	WHOOPING COUGH	MENINGITIS B	MENINGITIS C	ROTAVIRUS
YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO	YES/NO
Hib	PNEUMOCOCCA L	CHILDRENS FLU	SCHOOL BOOSTER			
YES/NO	YES/NO	YES/NO				

Please advise if your child has had the following vaccines – Diphtheria, whooping cough, polio and Hib may be noted under 5-in-1 (DTaP/IPV/hib) in your child’s red health book

Have we seen your child’s Red Health Development Book **Yes / No**

Health and Development

Was your child born prematurely, if so how many weeks? _____

Does your child have any on-going medical conditions? If so, please specify

If yes please specify which external agencies are involved e.g paediatrician, consultant, dietician, speech, and language therapist etc

Does your child require or have a health care plan in place **Yes / No**

Notes: _____

Does your child have care or mobility needs that may mean they are eligible for, or are in receipt of Disability Living Allowance **Yes / No**

Has your child had a diagnosis that may impede/delay their progress that may need specialist intervention at any point

Does your child have known allergies/food intolerances? Do they use an EPIPEN as prescribed by a doctor or medical professional - If so please specify

Two-Year-Old Progress check/Integrated Health Check

If your child is aged between 24-36 months, has a two-year-old progress check already been completed for your child? **Yes / No**

Check completed by: _____ Date completed _____

As per the requirements of the Early Years Foundation Stage we will complete a progress check on your child between the ages of 24-36 months. We will ask you to be involved in completing the check and to share it with your child's health visitor. Please note that where a local authority has arrangements in place, we complete an integrated check with you and your child's health visitor.

About your child

The following information will tell us a little more about your child.

- Does your child have previous experience of attending an early year setting? If so, please give details

What languages does your child speak at home?

- _____
- How would you describe your family's cultural background? What religion does your family follow (if applicable)?

- _____
- Are there any religious or cultural festivals that your child takes part in?

- _____
- Does your child have any food preferences?

- _____
- Does your child have a pacifier i.e., dummy, blanket, toy or thumb?
- _____

- Does your child have a favourite toy, television programme, film? What sort of things do they enjoy doing at home i.e. drawing or cooking?

- Does your child wear nappies or is potty training? What is your child's usual sleep pattern?

- Has your child any siblings – please note names and ages so we can refer to them when speaking to your child

- Do you have any concerns in regard of your child's development i.e., walking, talking, or socialising?

Key Persons

Your child will have a key person assigned to them. It is the key person's responsibility to ensure your child receives the best possible care and attention and to ensure that their records are kept upto date whilst they are with us. Your child's key person may change as they progress through the setting, but you will be notified of these changes in advance. Your key person will be allocated when your child starts at Jumping Beans Greenhithe.

Transfer of Records

With your consent we will transfer your child's records to the receiving school/setting when your child leaves our setting. This will enable the new school/setting to continue to effectively manage any special education, health, or medical needs and to continue with their development. I agree for my child's records to be transferred to their receiving school

Name of Child _____ Date _____

Signed _____ Print Name _____

I confirm that the information on this form is accurate and that the setting will be notified of any changes as they arise.

Name of parent _____ Signed _____ Date _____

Parental Permissions

I give permission for **photos** of my child to be only used in setting and on the closed Facebook Group

Name of Child _____ Date _____

Signed _____ Print Name _____

I give permission for my child to take part in **shorts local trips** i.e., to the park or the school. I understand that individual risk assessments are carried out for each trip and staff ratio's will be increased when out of the setting.

Name of Child _____ Date _____

Signed _____ Print Name _____

I give permission for the setting to talk to and **share information with outside agencies/professionals** in regard of my child's care and development –for example speech and language therapists/health visitors/social workers/early help support workers/if they attend another setting to talk to their key person or SENCO

Name of Child _____ Date _____

Signed _____ Print Name _____

If there is any specific professional/agency with whom you do not wish for us to discuss your child's care and progress, please note below...

I give permission for staff to administer non medicated **nappy cream** (supplied by parent/carer) when required in accordance with manufacturers instructions. If medicated nappy cream is supplied, then record of use and authority will be on a separate Medical administration form.

Name of Child _____ Date _____

Signed _____ Print Name _____

I give permission for staff to administer **suncream** (supplied by me) but in an emergency use setting sun cream and to record the administration

Name of Child _____ Date _____

Signed _____ Print Name _____

Ethnicity data gathered for monitoring purposes only. Parents are not obliged to give this information.

Ethnic origin is classified as special category of data under data protection legislation, and we require your consent in order to process and store this information. The Privacy policy explains how the data provided in this form will be processed and explains your rights with respect to the information given.

Privacy Notice

I confirm that I have received a copy of the Privacy Notice and give my consent to the processing of special category data.

Signed		Date		Other please state
White British	<input type="checkbox"/>	Pakistani	<input type="checkbox"/>	
White Irish	<input type="checkbox"/>	Indian	<input type="checkbox"/>	
White other	<input type="checkbox"/>	Asian other	<input type="checkbox"/>	
Black British	<input type="checkbox"/>	Chinese	<input type="checkbox"/>	
Black African	<input type="checkbox"/>	Chinese other	<input type="checkbox"/>	
Black Caribbean	<input type="checkbox"/>	White and Black Caribbean	<input type="checkbox"/>	
Black Other	<input type="checkbox"/>	White and Black African	<input type="checkbox"/>	
Bangladeshi	<input type="checkbox"/>	White and Black Asian	<input type="checkbox"/>	

Privacy Notice for Jumping Beans Greenhithe

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Who are we?

Jumping Beans Greenhithe collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'controller' of that personal information for the purposes of those laws.

The personal information we collect and use - Information collected by us

In the course of providing education and care we collect the following personal information when you provide it to us:

- Personal information (such as name, date of birth, gender, home address and postcode)
- Special category characteristics (such as special educational needs (SEN) information, ethnicity, relevant medical information)
- Parents/Carers Information (such as name, date of birth, National Insurance or National Asylum Support Service Number)
- Financial eligibility information (such as 30 hours codes)
- Attendance information (such as sessions attended, number of absences and absence reasons)

We also obtain personal information from other sources as follows:

- Kent County Council
- Health Visitors & Medical Professionals
- Safeguarding Services [How we use your personal information](#)

We use your personal information to:

- Check and calculate free entitlement
- Provide appropriate pastoral care and support services to children
- Provide funding
- Provide advice, support and guidance to the setting
- Enable financial and policy compliance checks of the setting
- Assess and improve the quality of our services
- Comply with the law regarding data sharing Safeguard children

[How long your personal data will be kept and reasons we can collect and use your personal information](#)

We will hold financial information securely and retain it for 7 years, after which the information is archived or securely destroyed. We will hold your personal information securely and retain it from the child /young person's date of birth until they reach the age of 25, after which the information is archived or securely destroyed. We collect and use personal information to comply with our legal obligations under section 537A of the Education Act 1996, section 83 of the Children Act 1989, and to carry out tasks in the public interest. If we need to collect special category (sensitive) personal information, we rely upon reasons of substantial public interest (equality of opportunity or treatment).

[Who we share your personal information with](#)

- Department for Education (DfE) (statutory for early years funding and policy monitoring)
- Kent County Council Management Information & Finance (to provide funding)
- Other local authorities, or other early years settings, to resolve duplicate claims and funding queries
- Kent County Council teams working to improve outcomes for children and young people
- Commissioned providers of local authority services (such as education services)
- Local multi-agency forums which provide SEND advice, support and guidance (such as EY Local Inclusion Forum Team (EY LIFT))
- Schools that you attend after leaving us
- Partner organisations signed up to the Kent & Medway Information Sharing Agreement, where necessary, which may include Police, school nurses, doctors and mental health workers and Kent Community Health NHS Foundation Trust
- Contracted providers of services where consent has been given

We will share personal information with law enforcement or other authorities if required by applicable law.

The National Pupil Database (NPD)

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

The NPD is owned and managed by the DfE and contains information about pupils in schools in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the DfE. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

The DfE may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The DfE has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

Your Rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

If you would like to exercise a right, please contact Allison Usher Manager 07531 764001

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Who to Contact and Where to go for Further Information

Please contact Data Protection to exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for.

If you would like to get a copy of the information about you that KCC shares with the DfE or how they use your information, please contact the Information Resilience and Transparency Team at data.protection@kent.gov.uk.

For more information about services for young children, please go to: <http://www.kent.gov.uk/education-and-children/childcareand-pre-school> or the KCC website at www.kent.gov.uk

The General Data Protection Regulation also gives you right to lodge a complaint with a supervisory authority. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/concerns> or telephone 03031 231113.

For further information visit <https://www.kent.gov.uk/about-the-council/about-the-website/privacy-statement> For

further information about how the Department for Education uses your information:

To find out more about the pupil information we share with the DfE, for the purpose of data collections, go to <https://www.gov.uk/guidance/early-years-census>

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

For more information about the DfE's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

To contact DfE: <https://www.gov.uk/contact-dfe>