



Skidby Pre-school  
Skidby C of E Primary School  
Main Street, Skidby  
Cottingham  
Hu16 5TX  
Telephone: 01482 476674  
Email: [hjbratton@hotmail.co.uk](mailto:hjbratton@hotmail.co.uk)

## Registration Form

Name of Child.....

Date of Birth.....

Address .....

.....

.....email.....

Name of Parent.....

Name of Parent.....

Do both parents have parental responsibility? Yes/No (Delete)

Do both parents have legal access to the child? Yes/No (Delete)

If no, please state which parent has legal access to the Child

.....

Contact details:-

Mother: Work Number.....

Mobile Number.....

Home Number.....

Father: Work Number.....

Mobile Number.....

Home Number.....

Other Contact: Name.....

Contact Number.....

Relationship to Child.....

In an emergency, the preferred person to contact:

Name.....

Relationship to Child.....

Contact Number: Home.....

Work.....

Mobile.....

Person/persons authorised to collect the child.(Must be over 16 years of age)

Name.....Relationship to child.....

Name.....Relationship to child.....

Name.....Relationship to child.....

Personal details of the child:

Does your child have any special dietary needs, or any allergies requiring urgent medical attention if accidentally touched or swallowed? Yes/No (Delete)

If yes, please give details of known allergies, and emergency details.

.....

.....

Does your child use an Inhaler? Yes/No (Delete)

If yes, please provide an Inhaler and spacer to be kept on preschool premises.

How would you describe your child's ethnicity or cultural background?

.....  
.....

What is the main religion in your family?

.....  
.

Are there any festivals or special occasions celebrated as part of your culture, that your child will be taking part in that you would like to see acknowledged and celebrated while he/she is in our setting?

Please give details.....

.....

What language(s) is/are spoken at home? .....

If English is not the main language spoken at home, will this be your child's first experience of being in an English speaking environment? Yes/No (Delete)

If yes, please state how you feel we can help to settle your child in to the setting

.....  
.....

Does your child have any special needs or disability? Yes/No (Delete)

If yes, please give details

.....  
.....

Will your child require any special support whilst in the care of the setting? Yes/No (Delete)

If yes, please give details

.....  
.....

Are there any other professionals involved with the care and development of your child?  
Yes/No (delete)  
If yes, please give details

.....  
.....  
.....

Is your child registered with the Childrens Centre? Yes/No (delete)  
If yes, please give details

.....  
.....

Does your child have a Support Plan?  
If yes, please give details

.....  
.....

Has your family/child had any involvement with childrens social care?  
If yes, please give details

.....  
.....

What other information, if any is important for us to know about your child? For example:  
What do they like? Are there any fears they may have? Or what comforter they may need?

.....  
.....  
.....  
.....  
.....

**Parental consents:**

As part of the EYFS (Early years foundation stage curriculum) which we follow, the staff of Skidby Pre-School observe and record your child’s development throughout their time in the setting. We use the observations to record development under the EYFS profile. As extra evidence to record development we take photos of the children taking part in the activity or game.

For this to happen we would need parental consent for the following:

Taking of photos for child development profiles – Yes/No (Delete)

Signed.....

Writing child observations for child development profile – Yes/No (Delete)

Signed.....

Keeping development profiles for your child – Yes/No (Delete)

Signed.....

**Summer Term**

During the summer months it is essential that your child has sun cream applied to them on a daily basis before you leave them at the setting. If your child is staying for the full day, please ensure they have spare sun cream in their bag clearly labelled with their name. This is very important due to allergies within the setting. Staff will help your child to apply their sun cream, however we will require your consent to do so.

Do you give consent to the staff of the setting to apply sun cream to your child? Yes/no (Delete)

Signed.....

**Disclaimer:**

Skidby Pre School do not accept responsibility for damage to children’s clothing/footwear whilst at the setting. Activities will include messy play, (paint, glue etc) and water and sand play, all of which could be indoors or outdoors as part of the EYFS curriculum. Aprons are provided for messy and water play, but we do respectfully ask that parents/carers bring the children in sensible clothing.

Please complete the disclaimer below:

Parent(s)/carers of.....(child’s name) accept responsibility of clothing/footwear whilst attending the setting

(signature).....



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May 2018

### **General Data Protection Regulations Policy**

On the 25<sup>th</sup> May 2018 the General Data Protection Regulation will come into effect and become law which will impact all business including the Early Years Sector. As a Pre-School setting we must be compliant with all new legislation that comes into force and we must meet the new requirements. It is a European law and includes the UK; this will remain in place even once we leave the EU.

The GDPR has been brought into reflect more modern times including the electronic process we use to collect and store data. It is also to give individuals greater control over their own personal data. However it is not just for those who use modern technology, the law affects any business which uses a highly structured filing system - in short any setting who needs to process and store away personal data as part of their responsibilities. Personal data includes any data which can identify a person including but not limited to; names, addresses, invoices, date of birth and email addresses.

GDPR uses two terms, the controller and the processor. The controller determines the purpose and the means of personal data. The processor processes data on behalf of the controller. As a Pre-School setting we will always be one or both of these.

#### **The GDPR Principles are as follows:**

- 1 Processed lawfully, fairly, and in a transparent manner.
- 2 Collected for specified, explicit and legitimate purposes.
- 3 Adequate, relevant and is limited to what is necessary.
- 4 Accurate and where necessary kept up to date.
- 5 Retained only for as long as necessary.
- 6 Processed in an appropriate manner to maintain security.

## **Lawfulness of Processing Data:**

- 1 Consent of the data subject.
- 2 Processing is necessary for the performance of a contract with the data subject.
- 3 Processing is necessary for the compliance with a legal obligation.
- 4 Processing is necessary to protect the vital interests of the data subject.
- 5 Processing is necessary in the public interest or the controller has official authority.
- 6 Processing is necessary for the purposes and legitimate interests pursued by the controller or a third party.

## **Consent:**

- 1 All consent to collect or store data must be freely given.
- 2 It should be unambiguous.
- 3 Consent can be withdrawn at any time.
- 4 Consent must now be freely given so pre ticked boxes will no longer be used; in short people must now be able to opt in rather than opt out.
- 5 As a Pre-School setting we are already bound by the regulations set by the Information Commissioner's Office (ICO) and pay our yearly fee to ensure all our data is protected by the laws of the country.

## **Retention Periods**

This remains unaffected by the GDPR, and we must continue to store personal data for the specified length of time. We only hold what is absolutely by law required to keep, if we have other information you as the parents have the right to request it or request for it to be destroyed. Retention periods change so please get in touch if you would like to know what the current regulations are regarding retention of personal data. We also must ensure we keep up to date with the latest retention regulations.

Any Data we collect must fall into one of the 6 Lawfulness of Processing Data categories. If it does not we can ask you for explicit consent, which you can withdraw from at any time. Of course there will be some Acts which we must adhere to over and above GDPR; one example of this is the Children's Act.

## **Data Breaches**



We will be obligated to notify the ICO of a data breach within 72 hours of becoming aware of the breach. We understand the huge fines in place for failing to follow correct procedures for a breach in data.

Please see separate Privacy Notice.

## **PRIVACY NOTICE for 2, 3 and 4 yr old Funded Children in Early Years Settings and Schools**

### **Privacy Notice - Data Protection Act 1998**

We **SKIDBY PRE-SCHOOL** are a data controller for the purposes of the Data Protection Act. We collect personal information from you and may receive information about your child from a previous setting. We hold this personal data and use it to:

Care for your child and support their learning and development

Monitor and report to you on your child's progress

Assess how well we are doing

Ensure we receive appropriate funding from the Local Authority

This information includes your contact details, hours of free early education (FEE) agreed and taken, observations and assessments on your child's development and personal characteristics such as your ethnic group, any special educational needs your child may have and relevant medical information.

We are required by law to pass some information about you and your child to our Local Authority (LA) and the Department for Education. The LA will use this information to ensure we receive the appropriate funding, carry out auditing checks with us and to monitor take up of free early education by 2, 3 and 4 year olds.

***We will not give any other information about you or your child to anyone without your consent unless the law and our policies allow us to.***

If you want to receive a copy of the information about you that we hold or share, please contact **Miss Hilary Bratton at Skidby Pre-School.**

If you need more information about how the LA and DfE store and use your information, then please go to the following websites:

<http://www2.eastriding.gov.uk/council/governance-and-spending/protecting-your-personalinformation/data-protection/>

or

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

September 2015

If you cannot access these websites, please contact the LA or DfE as follows:

Data Protection Coordinator  
Health Diversity and Information Group  
East Riding of Yorkshire Council  
County Hall  
Beverley  
HU17 9BA

Email: [data.protection@eastriding.gcsx.gov.uk](mailto:data.protection@eastriding.gcsx.gov.uk)

Telephone: 01482 393939

Or

Public Communications Unit  
Department for Education  
Sanctuary Buildings  
Great Smith Street  
London  
SW1P 3BT

Website: <https://www.gov.uk/government/organisations/department-for-education>

Email: <http://www.education.gov.uk/help/contactus>

Telephone: 0370 000 2288

Please sign and return as acknowledgement that you have read and understood the:

**PRIVACY NOTICE for 2, 3 and 4 yr old Children in Early Years Settings and Schools**

**Privacy Notice - Data Protection Act 1998**

**General Data Protection Regulations Policy**

Childs name

.....

Date.....

Parent name/ signature

.....

Thanking you in advance  
Hilary Bratton  
Skidby Pe-School