



Childcare Registration Booklet

All places will be allocated on a first come first served basis.

If you need any further information please do not hesitate to contact the setting. Please ask to speak with the Room Leader, the Deputy or the Childcare and Education Manager.

POLICY STATEMENT

BHT Early Education and Training's nursery provision offers exceptional learning experiences for children from birth to five years of age. We continually promote and enhance learning using the Early Years Foundation Stage, ensuring that children have access to as many experiences and opportunities as possible. Thus, enriching each child's learning journey and supporting them to reach their full potential. Our play spaces are exciting, warm and welcoming: providing children with a place to feel safe, build relationships and foster a willingness to learn and experience new things. Our secure learning environments provide the foundations that children need to go on and develop and thrive throughout their lives. Our practitioners are committed to providing children with early learning opportunities, skills and care that will encourage children to be confident, capable learners.

PURPOSE

The purpose of the consent form is to provide information to the person giving consent so that he/she can make an informed decision and to be clear about which areas of work his/her consent applies to. This form **must** be completed by the parent or legal guardian of the child requiring the nursery provision.

WHO SHOULD READ THIS FORM?

Those asked to give consent include parents and legal guardians of the children requiring a nursery place and BHT Early Education and Training staff.

WHAT INFORMATION DO WE COLLECT?

We collect the signed consent form which allows us to work with your child. The information we collect can include: Registration Form, Photography and Video Consent, developmental records, SEND information, medical records, reports, observations (both written and video recorded), national insurance numbers, passports and birth certificates.

HOW IS YOUR INFORMATION SHARED?

The information that BHT Early Education and Training will share may include your and your child's name, address, date of birth, ethnicity, religion, national insurance number and disability if appropriate. It is important that BHT Early Education and Funding have this information to access funding for childcare. Your information will be sent securely to the Bradford Schools Online Portal. A small number of authorised members of BMDC will access this information. All the information will be stored securely and in strict confidence.

SENSITIVE INFORMATION

Special categories of particularly sensitive information require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal information. We may process special categories of personal information as follows;

- In limited circumstances, with your explicit written consent.
- Where we need to carry out our legal obligations and in line with our data protection policy.
- Where it is needed in the public interest, such as for equal opportunities monitoring and in line with our data protection policy. We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs to ensure meaningful equal opportunity monitoring or reporting.
- Where it is needed for funding childcare places, national insurance numbers will be kept.

- Where it is necessary for your child to access provision suitable to their individual needs, medical reports, referrals, letters, information/reports from Social Care or Early Help may be kept.
- Documentation to demonstrate eligibility for free nursery places e.g. benefit/tax information, proof of earnings
- Disability information.

HOW LONG DOES CONSENT LAST?

Your consent allows us to work with your child for the period of their time in nursery, and to keep all information for two years after the place has ended. However you reserve the right to change or withdraw your consent at any time by notifying BHT Early Education and Training in writing. You can view the latest version of our Privacy Policy at <https://www.bhtearlyed.org.uk/privacy-policy> . We may update this policy from time to time to keep it up to date or to comply with legal requirements. Please check for updates.

WHO CAN GIVE CONSENT?

It is good practice to involve children, young people and adults in the consent process. Under the following circumstances, consent of the parent/legal guardian of the child requiring the nursery place is needed:

Age of subjects	Consenting parties	Remarks
Below 18	Parent or legal guardian of subjects	Inform subjects how their information may be used and be responsive to their feelings and respect their wishes

WHO KEEPS THE INFORMATION?

All information is stored securely for a period of 2 years following the end of the nursery place or in line with statutory guidance under the following circumstances: Child Protection Order, Looked After Child, Child in Need, Serious Case Review.

To withdraw consent or make a complaint please contact the Information Governance Officer at:

The Barn
 16 Teasdale Street
 Off Wakefield Road
 Bradford
 BD4 7QJ

Start date:

Room:

Sessions requested:

Child

Surname

First Name

Middle Name

D.O.B

Evidence of D.O.B seen
passport etc.
Type seen:
Signed by staff member:

Child's address

Child's postcode

**Special Requirements
(Medically confirmed or
religious dietary needs)**

Who has Legal Responsibility?

Child's Preferred name

People authorised to collect child and contact in an emergency: (other than the named Parent/Carer)		
Name	Relationship to Child	Telephone Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Please choose a collection password for occasions when you are unable to collect your child:

Parent/Carer 1

Surname

First name

D.O.B

N.I number

Relationship to Child

Address (if different to child)
And Postcode

Home number

Mobile number

Email address

Workplace

Work telephone number

Parent/Carer 2

Surname

First name

D.O.B

N.I number

Relationship to Child

Address (if different to child)
And Postcode

Home number

Mobile number

Email address

Workplace

Permissions

Can practitioners:

(Please tick) Yes No

Use face paint

Check for head lice

Brush teeth

Apply nappy cream (please provide)

Take your child on outings for example to:

- Parks
- Local shops/ supermarkets
- Other BHT sites
- BHTs Forest School Area

If your child has had an accident what can the staff use as first aid treatment?

Anti-bacterial wipes Elastoplast's

Can we share information regarding your child with any other setting involved in their care? Their school nursery, childminder, Family Hub, school, nursery or other setting to ensure we are meeting their individual needs?

Please tick: Yes No

It is entirely your decision as to whether you give your consent and your child's place will not be affected if you choose not to.

I confirm that I have read the above questions/statements and I have indicated where necessary.

Signed (Parent/Carer)

Forest Schools

I consent as a parent/guardian of the child named above, I agree to my child participating in the Forest School activities taking place. I understand that activities may include, walking, craftwork, pond dipping, tool use, flint fire lighting skills, den building, campfire cooking and other related activities. I give my consent for the equipment and tools necessary for the activity to be used by the young person mentioned above. I understand that a strict code of practice for working with children will be followed and all activities will be risk assessed and I will be informed of any extra details of activities that are out of the ordinary pattern.

Signed (Parent/Carer)

Medical Information

GP or Health Visitor

Centre

Tel Number

Does your child have a medical condition that we need to be aware of? (i.e. asthma, allergy, epilepsy)

Yes

No

If you answered yes, please give details: _____

Please bring your child's red book so we can check which immunisations your child has received.

Immunisations, Health and Additional Needs

Red Book Checked

Notes

By (practitioner name):

Signed:

Was your child born premature?

Yes

No

If so how many weeks?

Does your child have any long term illnesses that we need to know about?

Bronchiolitis

Asthma

Epilepsy

Eczema

Severe allergic reaction

Please state

Is your child recognised as having a Special Educational Need?

Yes

No

If yes, please provide information about their individual needs and professionals involved to enable us to provide specific care: _____

Safeguarding

PLEASE READ THE FOLLOWING STATEMENT THEN SIGN AND DATE, THIS IS TO CONFIRM THAT YOU HAVE READ AND UNDERSTOOD.

I understand that any practitioner, who suspects that a child in his or her care which may have been abused or neglected, has a duty to report this to the Social Services Department and/or Police.

Signed (parent/carer)

Date:

Does your child have a named Social Worker?

Yes

No

If you answered yes please insert their name:

Mobile Phones and Photography

Use of Mobile Phones and Cameras in the Settings

We have a strict policy that **does not allow anyone** in the building to use their personal mobile phones particularly those which have built in cameras and any other form of camera or videoing equipment.

We would ask that parents and carers comply with this policy at all times to prevent breaches of confidentiality and the security of your children.

If you require any further information please do not hesitate to contact either any member of the staff team.

Please note that practitioners do use iPads and iPods within the settings to capture your child's learning and development, although from time to time these can be mistaken as mobile phones, please be reassured that this will not be the case.

Please sign the slip below to show that you understand and agree to the above statement.

Signed

Date

Harassment Free - Zero Tolerance

Zero tolerance to violent or abusive behaviour

Unfortunately there are rare occasions when a service user may behave in a manner which is unacceptable. All BHT service users should be fully aware of our position on this, this is to ensure the safety and protection of all children, service users and staff at all times.

The staff in our settings have the right to work in an environment free from violent, threatening or abusive behaviour and everything will be done to protect that right. At no time will any violent, threatening or abusive behaviour be tolerated in any BHT setting.

If you do not respect the rights of our staff we may choose to inform the police and your child's place will be immediately withdrawn.

BHT settings are places that promote social and emotional development and learning and strives to ensure that this is done in safe, harassment free and supportive and none threatening environments.

Harassment, inappropriate behaviour and/or violence by service users will not be tolerated. Such behaviour includes but is not limited to, the following behaviours:

- Verbal assaults by service users or spectators directed at staff, service users or children;
- Any threatening aggressive or intimidating behaviour directed at staff, service users or children;
- Physical striking of another individual;
- Attempts to goad or incite violence in others;
- Racial, ethnic, religious, linguistic or sexual orientation slurs.

Breach of this will result in the immediate withdrawal of BHT services, including child care places.

Please sign the statement below to confirm that you have read and understood the terms of this Policy and your agreement to abide by its requirements at all times.

I confirm that I have read and understood the requirements of the Zero Tolerance Policy and that should the policy be breached, my child's nursery place will be immediately withdrawn. I agree to comply with the requirements of this policy at all times.

Signed parent/carer 1:	<input type="text"/>	Date	<input type="text"/>
Signed parent/carer 2	<input type="text"/>	Date	<input type="text"/>

Sun Smart Policy

Sun Smart

Being Sun Smart ensures that children and practitioners can enjoy the sunshine in a safe manner, ensuring the children, parents and practitioners are aware of the potential damage that the sun can cause, as well as the benefits limited exposure has to our bodies. Sunlight is the main source of vitamin D, but it is also the main cause of skin cancer.

Vitamin D

- Nearly all Vitamin D is made in our body from sunlight and this is vital to help the body absorb calcium and help make healthy bones.
- Recent research has established that, to enable our bodies to absorb the amount of Vitamin D that is required for healthy bone development, we need approximately 15 to 20 minutes of sunshine (longer for darker skin), without sunscreen, on our skin on most days during the summer months, between 11:00am and 3:00pm.
- People who are Vitamin D deficient, may suffer from bone pain and muscle weakness. Prolonged deficiency may lead to rickets, soft skull bones, poor growth, muscle spasms and seizures in infants and child; and osteomalacia in adults.

Who is at risk?

Particular groups at risk include:

- Those with insufficient exposure to the sun
- Housebound or spend little time outdoors
- Covered skin for cultural reasons
- Heavy use of high SPF-containing sunscreen or moisturisers
- Pregnant or breastfeeding women (additional risk if BMI >30)
- Children during periods of rapid growth such as in infancy and adolescence
- People with darker skin
- Premature babies <37/40 weeks at birth

Bradford currently provides free Vitamin D supplementation through Healthy Start to all pregnant women, all children under the age of 6 months, and children up to the age of two if eligible, for further details please speak to your child's Health Visitor, GP or Family Development Worker. Vitamin D is also present in foods such as eggs, fatty fish, fish liver oils and some fortified cereals.

Preventing Vitamin D Deficiency

Spend approximately 15 to 20 minutes outside every day, between April and September, without sunscreen, between the hours of 11:00am and 3:00pm; you must always apply sunscreen after this time to prevent the skin from going red or burning. Please remember that children with fair skin may need less time, and children with darker skin will need longer in the sun without sunscreen to enable their body to make the vitamin D that they need.

Skin Cancer - Sunburn in childhood **CAN** double the risk of skin cancer.

Skin Cancer is the most common cancer in the U.K. Most cases are due to exposure to UV radiation from the sun. If we protect ourselves we can reduce the risk. This is particularly important for children, as their skin is more delicate and easily damaged.

More information can be obtained by visiting the website: www.sunsmart.org.uk

Procedure

- All children will be made aware of the damage that the sun can cause through story time, age appropriate discussions, activities and songs on a summer theme

- All children, parents and staff will be made aware of the advice that exposure to the sun has benefits, as it enables the body to make essential vitamin D
- Parents/ carers will be provided with information about BHT policies and will be asked to help to reinforce the message about sun safety at home.

Protection Sunscreen

- During the admissions procedure, parents/carers will be asked to give their permission for practitioners to apply factor 30 children sunscreen, where possible a waterproof sensitive version will be used.
- Parents are advised to apply sunscreen to their child before arrival at nursery: practitioners can top up this protection throughout the day.
- If permission is not granted for practitioners to apply sunscreen to your child, we insist that you apply it before arrival at the setting. We will make every attempt to allow your child to apply his/ her own.
- If you do not wish for your child to use sunscreen at all, then you should ensure that they are fully covered with light, loose fitting clothing and a hat, as your child will not be excluded from outdoor play.
- If you have not given permission for your child to have sunscreen applied your child will be able to play outside but will be kept in the shade.
- Sunscreen will be applied to children once playing outdoors after 15-20 minutes, starting with the fairest child, then it will be reapplied as often as needed, maximum time lapse of 3 hours.
- Suncream must be clearly labelled with their name.

Shade

- Babies under the age of 6 months will be kept out of direct sunlight.
- Activities and experiences will be set up in both sunny and shady areas of the outdoor play area and children will be encouraged to take part in both.

Timetabling

- Children will be encouraged to play outdoors between the hours of 11am and 3pm to increase exposure to sunshine, as we need this on a daily basis to help improve the amount of vitamin D children get during the spring and summer months.

Clothing

- Please dress your child in appropriate clothing for the weather. Lots of water play takes place, so ensure you provide lots of spare clothing – clearly labelled with their name.
- We will actively encourage all children to wear a hat during outdoor play in the spring and summer months. Please provide a hat for your child.
- Your child may wear sunglasses but BHT accepts no responsibility for loss or damage to these items.

Sunscreen Agreement

Do you use sunscreen for your child? Yes No

What factor do you normally use? _____

Has your child had an allergic reaction to sunscreen? Yes No

If yes, please state which one: _____

I have read and understood the above guidance on being sun smart, and I give consent for practitioners to apply factor 30 child sunscreen to my child:

Yes No

If no, please state why you do not wish your child to have sunscreen applied _____

Signed:

Date:

Ethnic Monitoring

Please indicate your child's ethnic origin

White – British	White – Irish	
Bangladeshi or British Bangladeshi	Indian or British Indian	
Mirpuri Pakistani or British Mirpuri Pakistani	Other Pakistani or Other British Pakistani	
Any other Asian or British Asian background	Black African or British Black African	
Black Caribbean or British Black Caribbean	Any other Black or Black British background	
Chinese or British Chinese	Mixed – White/Asian	
Mixed – White/Black African	Mixed – White/Black Caribbean	
Any other Mixed background	Traveller – Irish heritage	
Roma/Roma Gypsy	Any other white background	
Other please state:	Prefer not to say	

What is your child's religion? _____

What is your child's first language? _____

How did you find out about the setting you are using? _____

PLEASE NOTE: IT IS YOUR RESPONSIBILITY TO KEEP YOUR INFORMATION UP TO DATE.

Consent

Please tick the box below to confirm that you agree to the following:

I have read the above information and guidance and I understand how BHT Early Education and Training will use my information. I agree that BHT Early Education and Training can share information about me and my child/children with Bradford MDC and the school they are transitioning to.

Parent/Carer

Forename:

Surname:

Signed:

Date:

**To be filled
out by BHT
Staff Member**

Name of Staff
Member

I have fully discussed the content of this form with the parent or legal guardian of the child attending nursery.