



Please complete the form below and either return it to:

Little Doves Christian Pre-School
c/o 100 Longfields
Ongar
Essex
CM5 9DE

Or bring it to your child's build up session.

NB – this form needs to be completed and returned to Little Doves before you child can start at the pre-school. You cannot leave your child with us unless this has been done.

NAME OF CHILD _____

As part of the Early Years Foundation Scheme we are required to observe, by continual assessment, a child's progress throughout their time at the pre-school developing a Learning Journal. This ensures that all children progress in their development and we can assist and help where necessary.

OBSERVATIONS AND ASSESSMENTS

I give permission for my child to be observed and assessed during session times by the pre-school staff and for their Learning Journal (including photographs) to be worked on off-site by their key person at their home.

Signature _____ Date _____

Printed name _____

PHOTOGRAPHS

Photographs taken are used as evidence to show topics and activities covered. These will be included in your child's folder and may be displayed at Little Doves Christian Pre-School for parents/carers to view. Only cameras supplied by the setting are used for this purpose. If we would like to use any image of your child for training, publicity or marketing purposes, we will always seek your written consent for each image we intend to use. Sometimes photographs show a group activity and therefore include more than one child.

I give permission for my child to be included in photographs taken during Little Doves sessions to be used as stated above and for my child to appear in other children's photos/folders.

Signature _____ Date _____

Printed name _____

DATA PROTECTION ACT 1998

Permission for your and your child's details to be held by Little Doves Christian Pre-School. This information will be kept confidential and not given out to any other persons. However, from time to time the pre-school is required by law to pass on some of these details to the Local Authority and the Department of Education for monitoring/evaluation purposes. For further details please see our Fair Processing Notice and Privacy Notices in the Policies and Procedures File.

I give permission for my details and my child's details to be stored for use of the pre-school.

Signature _____ Date _____

Printed name _____



SHARING INFORMATION WITH AUTHORISED CHILDCARE PROFESSIONALS

Occasionally authorised childcare professionals e.g. reception teachers/SENCO will ask us for information regarding your child.

I agree to allow information to be shared with other authorised childcare professionals.

Signature _____ Date _____

Printed name _____

INFORMATION SHARING

Information that parents share with the pre-school will be regarded as confidential however there are certain circumstances when we are obliged to share information. This is when sharing information will help to prevent a crime being committed or intervene where one may have been committed, to prevent harm to a child or adult or where not sharing it could be worse than the outcome of having shared it. For further details please refer to our Information Sharing Policy, Safeguarding Children Policy and Child Protection Policy in the Policies and Procedures File.

I understand the circumstances when information may be shared without my consent. (This will only be when it is a matter of safeguarding a child or vulnerable adult).

Signature _____ Date _____

Printed name _____

PHOTOGRAPHS TAKEN AT A PARENT INVITED EVENT

Some parents/carers like to take photographs or make video recordings at parent invited events. Any photographs taken will be in full view of all attending.

I am happy for my child to appear in other parents/carers photographs/video recordings.

Signature _____ Date _____

Printed name _____

CORRESPONDANCE FROM ST PAUL'S BENTLEY CHURCH

I am happy to receive information from St Paul's Bentley Church about special events/activities.

Signature _____ Date _____

Printed name _____

FIRST AID PLASTER PERMISSION

I give permission for a First Aid Plaster to be applied to my child if deemed necessary by a member of the Little Doves Pre-school team.

Following the already established procedure, the accident book will be completed and the collecting adult will be notified of the injury. If there is any change to this arrangement I will inform a member of the Little Doves team.

Signed _____ Date _____

Printed name _____



EMERGENCY MEDICAL TREATMENT

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

Signed _____ Date _____

Printed name _____

SUN CREAM

I give permission for hypoallergenic Sun Protection Cream to be applied to my child when necessary and to record its use.

Signed _____ Date _____

Printed name _____

NAPPY CREAM

I give permission for nappy cream, supplied and labelled by me, to be applied to my child when required, in accordance with manufacturer's instructions and to record its use.

Signed _____ Date _____

Printed name _____

ANIMALS

We may occasionally have supervised visits of animals to our setting. Please state below any known allergies or aversion.

Signed _____ Date _____

Printed name _____

POLICY FOR SAFEGUARDING CHILDREN

I have read and understood Little Doves Christian Pre-School Safeguarding Children Policy on the website (www.littledovescp.org.uk/info/safeguarding-policy)

Signature _____ Date _____

Printed name _____



Ethnicity: This is required by Essex County Council to “highlight inequalities, investigate their underlying causes and remove any unfairness or disadvantage.”

Ethnic Category Form – please tick one box only

White

- British
- Irish
- Traveller of Irish Heritage
- Gypsy/Roma
- Albanian (excluding Kosovan)
- Italian
- Kosovan
- Greek/Greek Cypriot
- Turkish/Turkish Cypriot
- White Eastern European
(including Bulgarian, Czech, Latvian, Lithuanian, Polish, Romanian, Russian, Slovak, Ukranian,)
- White Western European
(including French, German, Spanish, Portuguese, Scandinavian)
- White other
(Other children of White background not represented in the categories above)

Black or Black British

- Caribbean
(including Antigua and Barbuda, Bahamas, Barbados, Dominica, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Vincent & Grenadines, Trinidad and Tobago)
- Angolan
- Congolese
- Ghanaian
- Nigerian
- Sierra Leonian
- Somali
- Sudanese
- Black Other African
(including Black South African, Ethiopian, Rwandan, Ugandan, Zimbabwean)
- Black any other background
(Other children of Black background not represented in the categories above, including Black Canadian, Black European, Black North American)

Mixed/dual background

- White and Black Caribbean
- White and Black African
- White and Asian
(including White and Bangladeshi, White and Pakistani, White and any other Asian background)
- White and any other ethnic group
- Mixed any other background
(Other mixed race children not represented in the categories above, including Asian and Black, Asian and Chinese, Asian and other ethnic group, Black and Chinese, Black and other ethnic group, Chinese and other ethnic group)

Asian or Asian British

- Indian
- Pakistani
(including Mirpuri Pakistani, Kashmiri Pakistani and other Pakistani)
- Bangladeshi
- Nepali
- African Asian
(including East and South African Asians)
- Asian Other Asian
(Other Asian children not represented in the categories above, including Kashmiri Other, Sinhalese, Sri Lankan Tamil)

Chinese

- Hong Kong Chinese
- Other Chinese
(Other Chinese children not represented in the category above including Malaysian Chinese, Singaporean Chinese, Taiwanese)

Any other ethnic background

- Afghanistani
- Filipino
- Thai
- Vietnamese
- Any other ethnic group* (see below)