



Ferring Funtime Community Pre-school

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09.17 PAYMENT ARREARS

To ensure the smooth running of Ferring Funtime Community Pre-school, fees must be paid promptly and arrears dealt with promptly.

- Invoices are generated two weeks before the payment due date. Communication is required within that two-week period if parents/carers have difficulty paying or if you require to set up a payment plan.
- Payment is due on the 1st of the month unless otherwise stated
- A reminder will be sent one week after payment is due.
- A reminder letter will be sent out after payment is two weeks overdue.
- A second letter will be issued after 4 weeks if payment is not forthcoming and a £20.00 late payment fee will be added to the arrears and parents/carers will be informed that solicitors will be instructed if payment is not received within 7 days.
- If payment is still not received after 7 days, solicitors will be instructed to send a letter informing parents/carers that if payment is not received we will pursue the debt through the Small Claims Court.
- If fees remain outstanding, Ferring Funtime will proceed to the Small Claims Court to recover the debt.

Commitment to Safeguarding and Child Protection

Dear Parent/Carer,

As a registered provider of childcare, we have a commitment to the safeguarding and protection of all children.

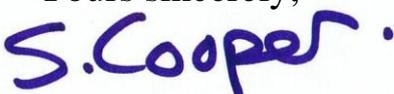
To do this, we have a responsibility to consider the wellbeing of all children who attend this setting. This means we are aware of the things we see and hear from children that might indicate the child is at risk of harm. In most situations any matter of concern that is identified will be discussed with you as the parent/carer of the child. We recognise these can be difficult conversations to have but we will raise matters with you as we know the wellbeing and safety of your child is important. In the best interests of your child we would hope that we can have an open and honest conversation, should the situation arise.

In certain circumstances we will share these concerns in accordance with the Sussex Child Protection and Safeguarding Procedures. This means we will contact the **Integrated Front Door** (IFD, formerly known as MASH) in West Sussex. They will make a decision as to whether the concern warrants further assessment or investigation. IFD is the first point of contact with children's social work services. In very rare circumstances and where children are seen to be at risk of immediate harm, we may contact IFD without having spoken to you first and gained your agreement.

More detail of the safeguarding and child protection practices is contained in our policy. A copy of this policy can be made available to you upon request or can be retrieved from our website. www.ferringfuntime.org.uk

We feel it is important that you are aware of our commitment to safeguarding and child protection, from the beginning of our working partnership and what this may mean in practice.

Yours sincerely,



Sandy Cooper
Manager

Privacy Notice for parents accessing Early Years and Childcare provision



General Data Protection Regulation (GDPR) 2018

The **Local Authority (LA)** processes information on children in order to help administer education and family services and in doing so must comply with GDPR 2018. This means, among other things, that the data held about children, must only be used for specific purposes allowed by law.

The **Early Years and Childcare Setting** holds information on children and their families in order to support their development; monitor their progress; apply for funding; provide appropriate pastoral care and self-evaluate their provision for the purposes of **Ofsted** inspections.

From time to time Early Years and Childcare Settings are required to pass on some of this data to LAs, the **Department for Education (DfE)** and to agencies that are prescribed by law and Ofsted. In particular, at age five an assessment (known as Early Years Foundation Stage Profile) is made of all children and this information is passed to the LA and receiving schools to help meet the child's needs. Any such organisation will have their own Privacy Notice.

The LA and **Commissioned Partners** (for example NHS Healthy Child Programme) use information about children and families for whom they provide services where there is a legal reason to do so. This may also be used for the wider purpose of planning/accessing services for children and families.

For example, the LA and Commissioned Partners use your information to:

- claim Free Entitlement (FE) for 2, 3 and 4 year olds
- identify children's needs through Integrated Health Checks
- identify children and family's needs through Children's Learning and Well-Being Audits
- safeguard children
- provide inclusion support
- inform SEND Under 5s support planning
- support effective transitions
- ensure public funds are administered and spent in line with any Statutory Guidance or Code of Practice

They also use the information to produce statistics which inform various decisions but without identifying individual children.

Types of personal data held may include:

- child's unique pupil number
- contact details
- parent/carer details
- National Insurance/National Asylum Seeker Service number
- date of birth
- attendance information
- ethnicity
- personal characteristics relating to family health and environment
- special educational needs/disabilities including developmental progress

Personal data will not be retained by the LA or Commissioned Partners for longer than necessary. For example:

- financial purposes, up to seven years
- children/young people with SEND until they are aged 25

You have the right to:

- be informed of data processing (which is covered by this Privacy Notice)
- access information (also known as a Subject Access Request)
- have inaccuracies corrected
- request to have your information erased
- request restricted processing
- data portability (for example, allowing you to move, copy or transfer personal data from one IT environment to another in a safe and secure way)
- intervention in respect of automated decision making (for example, claiming 2 year old FE funding)
- withdraw consent (where personal data is purely processed on the basis of consent)
- complain to the Information Commissioner's Office (see below)

Ofsted do not routinely process any information about individual children. Ofsted holds no records of individual children's progress. However, it does use information about the achievement of groups of children to help inform its judgements about the quality of education in Early Years Providers.

The DfE uses information about children and pupils for research and statistical purposes; to allocate funds; to inform, influence and improve education policy and to monitor the performance of the education and children's services as a whole.

Who to write to about the data held

Children, as data subjects, have certain rights under the GDPR 2018, including a general right of access to personal data held on them, with parents exercising this right on their behalf if they are too young to do so themselves. If you wish to access the personal data held about your child/family, by WSCC, please contact:

- dataprotection@westsussex.gov.uk
- Data Protection Officer, West Sussex County Council, County Hall, West Street, Chichester, West Sussex, PO19 1RQ.

If you are unhappy with the way your request has been handled by WSCC, you may wish to ask for a review of our decision by contacting our Data Protection Officer as above.

Complaints to Information Commissioner's Office (ICO)

If you are not content with the outcome of the WSCC review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted internal review procedures.

- The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
- <https://ico.org.uk/concerns/>
- 0303 123 1113

04.5 POORLY CHILDREN

- If a child appears unwell during the day, for example has a raised temperature, sickness, diarrhoea or pains, particularly in the head or stomach then the setting manager calls the parents and asks them to collect the child or send a known carer to collect on their behalf.
- If a child has a raised temperature, they are kept cool by removing top clothing, sponging their heads with cool water and kept away from draughts.
- A child's temperature is taken and checked regularly, using Fever Scans or other means i.e. ear thermometer.
- In an emergency an ambulance is called and the parents are informed.
- Parents are advised to seek medical advice before returning them to the setting; the setting can refuse admittance to children who have a raised temperature, sickness and diarrhoea or a contagious infection or disease.
- Where children have been prescribed antibiotics for an infectious illness or complaint, parents are asked to keep them at home for 48 hours.
- After diarrhoea or vomiting, parents are asked to keep children home for 48 hours following the last episode.
- Some activities such as sand and water play and self-serve snack will be suspended for the duration of any outbreak.
- The setting has information about excludable diseases and exclusion times.
- The setting manager notifies the committee chair if there is an outbreak of an infection (affects more than 3-4 children) and keeps a record of the numbers and duration of each event.
- The setting manager has a list of notifiable diseases and contacts Public Health England (PHE) and Ofsted in the event of an outbreak.
- If staff suspect that a child who falls ill whilst in their care is suffering from a serious disease that may have been contracted abroad such as Ebola, immediate medical assessment is required. The setting manager or deputy calls NHS111 and informs parents.

HIV/AIDS procedure

HIV virus, like other viruses such as Hepatitis, (A, B and C), are spread through body fluids. Hygiene precautions for dealing with body fluids are the same for all children and adults.

- Single use vinyl gloves and aprons are worn when changing children's nappies, pants and clothing that are soiled with blood, urine, faeces or vomit.
- Soiled clothing is bagged for parents to collect.
- Spills of blood, urine, faeces or vomit are cleared using mild disinfectant solution and mops; cloths used are disposed of with clinical waste.
- Tables and other furniture or toys affected by blood, urine, faeces or vomit are cleaned using a disinfectant.

Nits and head lice

- Nits and head lice are not an excludable condition; although in exceptional cases parents may be asked to keep the child away from the setting until the infestation has cleared.
- On identifying cases of head lice, all parents are informed and asked to treat their child and all the family, using current recommended treatments methods if they are found.

****Paracetamol based medicines (e.g. Calpol)**

The use of paracetamol-based medicine may not be agreed in all cases. A setting cannot take bottles of non-prescription medicine from parents to hold on a 'just in case' basis, unless there is an immediate reason for doing so. Settings do not normally keep such medicine on the premises as they are not allowed to 'prescribe'. Ofsted is normally in agreement with this. The use of emergency medicine does not apply to children over 2 years old. A child over two who is not well, and has a temperature, must be kept cool and the parents asked to collect straight away.

Whilst the brand name Calpol is referenced, there are other products which are paracetamol or Ibuprofen based pain and fever relief such as Nurofen for children over 3 months.

To view the document shown below please visit our website www.ferringfuntime.org.uk

Under 'The Pre-School' tab, select 'Registration' and click on:

What to expect in the Early Years Foundation Stage: a guide for parents.



Contents

1. [Seven areas of learning and development](#)
2. [Understanding your child's development](#)
3. [What happens early, matters for a lifetime](#)
4. [Partnership with parents](#)
5. [The three Characteristics of Effective Teaching and Learning](#)
6. [Development Matters: Birth to three](#)
7. [Birth to three: how you can help me with my learning](#)
8. [Development Matters: 3 & 4-year-olds](#)
9. [3 & 4-year-olds: how you can help me with my learning](#)
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