

Childs Name	
--------------------	--

Collection Statement

- The Nursery will allow collection by those individuals listed as ‘authorised to collect’ on the pre-registration document.
- In addition to the above, any person listed below will be permitted to collect your child.
- Any named person collecting your child will be asked to provide suitable ID upon arrival.
- Any named person must provide the agreed Password stated below.
- If the name, or password, does not match we **will not** release your child.
- Should anyone not listed below try to collect your child we will contact you immediately and **will not** release your child.
- If a child is not collected from the Nursery, by the stated closing time, then the Manager will contact you to clarify the situation. In *extreme* circumstances, the only solution may be to contact the Local Authority.

I, the Parent / Carer, give the following named persons authorisation to collect my child from Nursery in my absence

Name				
Relationship				
Password				
Authorised to Collect <i>without</i> Prior Confirmation	Yes		No	

Name				
Relationship				
Password				
Authorised to Collect <i>without</i> Prior Confirmation	Yes		No	

Name				
Relationship				
Password				
Authorised to Collect <i>without</i> Prior Confirmation	Yes		No	

Parent Name				
Signature			Date	

Childs Name	
--------------------	--

Emergency Contacts
<ul style="list-style-type: none"> In the event that the Nursery cannot contact the primary carer/s they will contact anyone listed as an emergency contact instead.

Emergency contact details

	Contact 1	Contact 2
Full name		
Relationship		
Primary tel		
Secondary tel		

Emergency contact details

	Contact 3	Contact 4
Full name		
Relationship		
Primary tel		
Secondary tel		

Parent Name			
Signature		Date	

Childs Name	
--------------------	--

Medical Statement

- If your child becomes unwell in our care we will, in the first instance, make every effort to contact you or failing that the emergency contact numbers as indicated on the pre-registration form
- If, however, no contacts are available and your child has a high temperature we would administer Paracetamol e.g. Calpol or if suffering from allergy symptoms Chlorphenamine Maleate e.g. Piriton if you have consented below
- In life threatening circumstances a Doctor, or similar Medical Practitioner, will make decisions pertaining to the health of your child and Childbase **is not** responsible for any decisions taken
- It is **your responsibility** to make Childbase aware of any change pertaining to the health of your child

Please confirm yes or no to the following statements	Yes	No
--	-----	----

- | | | |
|--|--|--|
| I confirm that my child has previously had Paracetamol e.g. 'Calpol' and that no adverse reactions were noted. | | |
| I confirm that my child has previously had Ibuprofen e.g. 'Calprofen' and that no adverse reactions were noted. | | |
| I confirm that my child has previously had Chlorphenamine Maleate e.g. 'Piriton' and that no adverse reactions were noted. | | |

Please indicate your preference for Childbase to provide the following medication	Yes	No
---	-----	----

- | | | |
|---|--|--|
| 'Paracetamol' e.g. Calpol
<i>Single dose for high temperatures following indicated dosage requirements</i> | | |
| 'Ibuprofen' e.g. Calprofen
<i>Single dose for high temperatures following indicated dosage requirements</i> | | |
| 'Chlorphenamine Maleate' e.g. Piriton
<i>Single dose to relieve allergic symptoms following indicated dosage & age requirements</i> | | |

Childbase supplies the following items for your Child at Nursery Please indicate whether you are happy for us to do so	Yes	No
---	-----	----

- | | | |
|--|--|--|
| Nappies | | |
| Nappy Cream | | |
| Baby Wipes | | |
| Formula Milks <i>Excluding follow-on Milks. Up to the age of 12 months.</i> | | |
| Sun Cream <i>Child friendly Factor 30 UVA/B 5 Star rated or equivalent</i> | | |

If you have answered no to any of the above please indicate what you will provide below:

Parent Name		
Signature		Date

Childs Name	
--------------------	--

Medical and Dietary Information	Yes	No
Does your child suffer from any allergies/intolerances? <i>If yes please indicate below:</i>		
Does your child have any dietary requirements e.g. vegetarian, or any religious/cultural dietary requirements e.g. no pork?		
Please explain:		
Does your child have any on-going medication or medical needs? <i>If yes please indicate below:</i>		
Does your child have any birth marks or similar?		
Please detail these:		
Please indicate below if there is any medical treatment(s) you do not wish your child to have in emergency situations:		
We will pass this information to the Emergency Services		

GP Name	
GP Address	
GP Telephone Number	

Parent Name			
Signature		Date	

Childs Name	
--------------------	--

Please indicate which immunisations your child has had below:
--

6-in-1 vaccine dose 1 (8 weeks)		6-in-1 vaccine dose 2 (12 weeks)		6-in-1 vaccine dose 3 (16 weeks)	
Pneumococcal (PCV) vaccine dose 1 (8 weeks)		Pneumococcal (PCV) vaccine dose 2 (16 weeks)		Pneumococcal (PCV) vaccine dose 3 (1 year)	
Rotavirus vaccine dose 1 (8 weeks)		Rotavirus vaccine dose 2 (12 weeks)		Hib/MenC dose 1 (1 year)	
MenB dose 1 (8 weeks)		MenB dose 2 (16 weeks)		MenB dose 3 (1 year)	
MMR dose 1 (1 year)		MMR dose 2 (3 years 4 months)		4-in-1 pre-school booster (3 years 4 months)	

If you have answered no, and it is not age related, please indicate why this is:					

Parent Name			
Signature		Date	

Childs Name	
--------------------	--

Safeguarding Statement

- As a provider of childcare registered with Ofsted, we are required by law to follow the Child Protection Procedures agreed with the Local Safeguarding Children Board and Ofsted within our responsibility to 'Safeguard Children'.
- We will endeavour to share with you any concerns we may have regarding injury or specific issues of concern at all times.
- We will keep a record of such incidents and share this with you where applicable
- We do have a duty to refer to Social Services if we suspect your child is at risk of significant harm.
- We will inform you if we make a referral to Social Services, unless to do so would place your child at increased risk of significant harm.
- Our first concern will always be the welfare of your child.
- We can supply a copy of the Childbase Safeguarding Policy.
- We are obliged to share information with the Local Environmental Health Office and Ofsted as required

Safeguarding	Yes	No
In certain circumstances it may be necessary that personal information is displayed for the protection of the child involved. In these cases we ask for your permission to display the information. <i>e.g. Allergy Awareness, Medical Information, Religious Preferences</i>		

External Support and Advice	Yes	No
I agree that staff can seek external advice and/or support for my child from Early Years professionals such as Inclusion Officers and/or Health Visitors		

Outings and Trips Authorisation	Yes	No
I agree that the nursery can take my child on reactive outings and trips e.g. walks to the park or local shops		

Parent Name			
Signature		Date	

Childs Name	
--------------------	--

Data Protection

- To set you up as a customer at a Childbase Partnership nursery we use a Management system supplied by RedFish. All information is held on a password protected secure server. Personal data will be removed 6 weeks after a customer leaves but we will retain other information in an anonymised form for audit and other financial and generic data purposes. All information is held in compliance with GDPR regulations.
- All personal information is stored on a secure, password protected, server
- Any paper records which include personal information are stored in locked cupboards
- Your personal information will never be shared with a third party unless you have supplied consent. Childbase will **never** share your personal information with any third party for the purpose of marketing

iConnect / Parentzone Observations and Photography	Yes	No
I understand that Childbase use iConnect to track my child's development which is mandatory as per the Early Years Foundation Stage (EYFS) requirements.		
I am happy for photos to be uploaded to iConnect as part of my child's observations.		
I give consent for my child to appear in small group photos which may be used on other children's iConnect observations which are viewable by their parents. Please note that these images cannot be removed at a later date.		

Email / Text Message Statement		Yes	No
I agree to receive information from Childbase via email			
Email 1			
Email 2			
I agree to receive text messages from Childbase to keep me informed of key events and in emergency situations			
Phone 1			
Phone 2			

Nursery Management System		Yes	
I understand that data pertaining to me and my child will be taken and stored digitally on a secure server, as described above.			

Parent Name			
Signature		Date	

Childs Name	
--------------------	--

CCTV and Photography Policy
<ul style="list-style-type: none"> The CCTV system will be operated 24 hours each day, 365 days of the year. Cameras will be used to monitor activities within the nursery, nursery grounds, nursery car parks and other public areas to identify criminal activity actually occurring, anticipated or perceived and for the purpose of securing the safety and wellbeing of the Childbase nurseries and head office, together with its visitors. All photographers will hold a clear DBS (Disclosure Barring Service) prior to being allowed into the Nursery. The Nursery Manager will check and record the relevant information which will be held at Nursery. Marketing photos, if consent is given below, will only be used for a period of 3 years from the date the photo was taken. You can ask Childbase Partnership, by emailing info@childbase.com, to stop using your child's images at any time, in which case they will not be used in future marketing materials but may continue to appear in publications already in circulation. All images will be held in accordance with the Data Protection Act 1998.

Internal CCTV and Photography	Yes	No
Do we have your authority to take photos of your child for use in internal displays?		
I understand CCTV is used on the premises for security and training purposes		X
Photography for External Marketing and Publicity	Yes	No
Do we have consent for your child to have photos taken by Childbase that may be used for company publicity purposes, such as posters, leaflets, websites etc.?		
Do we have consent for your child to have photos taken by Childbase that may be used for company publicity on social media i.e. Facebook, Instagram, LinkedIn and Twitter?		
External 'Nursery Photographer' Visits	Yes	No
Do we have consent for your child to have photos taken by an approved photography company which will be made available for purchase by you? (All photographers will hold a clear DBS (Disclosure Barring Service) prior to being allowed into the Nursery. The Nursery Manager will check and record the relevant information which will be held at Nursery)		

Parent Name			
Signature		Date	

Childs Name	
--------------------	--

Document Name	Reviewed By	Date Completed
HS80 – Collection Authorisation / Emergency Contacts		
HS81 – Medical and Dietary Information		
HS82 – Safeguarding and Child Welfare		
HS83 – Data Protection		
HS28 – Specialist Dietary Requirements		
HS33 – Approval for Parental Food Supply		
HS36 – Health Care Plan		
HS27 – Allergy Questionnaire		
“All About Me” Pack		

Review Schedule	Reviewed By	Date Completed
6 Month Review		
12 Month Review		
24 Month Review		
36 Month Review		
48 Month Review		
60 Month Review		