

The relevant legislation underpinning this policy includes:

- Equality Act, 2010
- The Children and Families Act 2014, Part 3
- Statutory Framework for the Early Years Foundation Stage 2021

## 1.0 Policy Statement

At Childbase Partnership we are committed to being welcoming and fully inclusive for all children and aim to respond appropriately to each child's background and individual needs; working in partnership with parents and carers. We aim to establish relationships with parents and carers through settling in sessions where the sharing of information ensures we can meet the individual needs of each child.

### 1.1 Our Aims

- To meet the care, learning and development needs of all children.
- To acknowledge that parents are their children's first and most enduring educators and work in partnership with parents and other agencies in meeting individual children's needs.
- To gather necessary information about the child, family and agencies involved in the child's care.
- To treat all children fairly and encourage children to value and respect others, challenging inappropriate attitudes and practices, promoting positive images and role models wherever possible and celebrating diversity in all aspects of play and learning.
- To ensure children's self-esteem and well-being are monitored and supported.
- To adapt our premises and facilities where possible to meet all children's diverse needs.
- To always ensure confidentiality.
- To ensure information is accessible, using simple language, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- To ensure that all parents are made aware of our company policies.
- To not discriminate against a child or their family, or prevent entry to our setting, based on colour, ethnicity, religion, disability or social background.
- To act against any discriminatory behaviour by colleagues or parents. Displaying of openly discriminatory and possibly offensive materials, name calling, or threatening behaviour are unacceptable on or around the premises and will be challenged.

## 2.0 Procedure

- Once the child's place has been confirmed by the nursery, their registration documentation is completed together with the parents by the Key Person during settling in visits (please see section 3.0 for details of which forms to complete- these will be sent to you via email from the nursery).
- We will need to know certain information about your child including date of birth, medical conditions, the month and year that you would like them to start and how many days a week you would like them to attend. Once your child's place has been secured (in accordance with and subject to these terms) we will require a copy of your child's birth certificate. All documentation will be checked and reviewed by the Nursery Manager.
- It is important that all documentation is completed carefully and without omission. Signatures must be given in all places indicated.
- The checklist for registration, personal and medical information found in the appendices must be

displayed at the front of each child's file in the 'A' file which is held at the nursery.

- All children with a known medical condition must have a Health Care Plan and Risk Assessment completed before starting at the Nursery.
- Any offer of a place for your child at Childbase Partnership is based entirely on the information you provide to us before starting and/or the information we receive and obtain once your child is in our care. We reserve the right to request further information where necessary which could postpone start dates or a review of sessions attending. This is to ensure we can fully meet the needs of your child.
- We offer funded places in accordance with each individual Local Authority Code of Practice.

### 3.0 Appendices relating to this section

Quality & Training:-

All About Me

Health & Safety:-

Registration Pack

Allergy Questionnaire

Terms and conditions

Parent Provider Agreement (where relevant)

Specialist Dietary Requirements

Health Care Plan

### 4.0 Document Control

Procedure Owner	Quality and Training
Author	Sarah Mackenzie
Reviewers	Policy Review
Creation Date	12/03/2015
Re Issue No. Date Issued: Policy Effective Date	2 revised S. Mackenzie & the Operations Team June 2016 01/07/2016
Re Issue No. Date Issued: Policy Effective Date	3 Reviewed by Carol Taylor March 2017 3 <sup>rd</sup> April 2017
Re Issue No. Date Issued: Policy Effective Date	4 Reviewed by Sarah Mackenzie May 2018 28 <sup>th</sup> May 2018
Re Issue No. Date Issued: Policy Effective Date	5 Reviewed by Lorna Wigley November 2022 14.11.2022