

PARENTAL PERMISSION FORMS

(Please note that **only a person who has parental responsibility for the child** can sign these forms!)

1. EMERGENCY MEDICAL TREATMENT or ADVICE

May we give your child emergency treatment that may be necessary? _____(Yes/ No)

(Unfortunately, the playgroup cannot accept your child unless your consent is given.)

(print name of parent/ carer)

(contact telephone number)

(signed)

(date)

2. DAY-TO-DAY TRIPS

In order to make full use of the facilities for young children in the local community, the children may be taken on short walks and trips to venues such as the park, shops or the library accompanied by a responsible adult from Roundabout Pre-School. Could you please sign below giving permission for your child to participate in local visits for the period of time they attend Roundabout Pre-School.

I give my permission for _____ **(full name of child)**
to visit venues in the local community with a responsible adult from Roundabout Pre-School as part of day-to-day activities.

(print name of parent/ carer)

(contact telephone number)

(signed)

(date)

3. PERMISSION FOR PHOTOGRAPHS

Our staff takes photographs of all children in order to document their experience and progress in our playgroup. There is no public access to this information. Could you please sign below giving permission for your child to be photographed for use in playgroup files for the time they attend Roundabout Pre-School.

I give my permission for _____ **(full name of child)**
to be photographed for use in playgroup files.

(signature / print name of parent/ carer)

(date)

4. SAFEGUARDING YOUR CHILD

(Please give names of people authorised to pick up child from playgroup.)

NAME	DAY	PASSWORD

Please list any particular instructions for playgroup leader below:

5. WORKING IN PARTNERSHIP WITH ROUNDABOUT

It is our practice at Roundabout to work closely with our families and carers to provide the most thorough and inclusive care possible for our children. In order for this partnership to be effective it is very important that parents and carers have read, and have an understanding of, our policies and procedures – a copy of which can be found on our website (www.roundaboutpreschool.org.uk).

Please sign to say that you are willing to be an active partner in your child's learning with Roundabout, and that you have read/will read Roundabout's policies and procedures.

signature of parent/carer

date

OTHER INFORMATION

a) Has your child/ have your children attended a nursery or pre-school before? Yes/ No

If 'Yes' which nursery/ pre-school: _____

from: _____ to: _____

reason for leaving: _____

b) Does your child also attend another nursery/ pre-school/ childminder? Yes/ No
(this information is essential for children over 3 years who receive funding)

If 'Yes' name of childcare provider: _____

hours per day: _____

days per week: _____

DATA PROTECTION

Your child's developmental journal on 'Tapestry' is administered online by our Early Years Practitioners. It is practice at our setting for your child's/ children's keyworker to up-date your child's/ children's profile during session times only. For data protection, all data is password protected and access to the children's files is monitored. A copy of Tapestry's data protection policy is displayed at Roundabout and forms part of our policies. In line with latest government guidelines, we request your written consent for your child's/ children's data to be stored in this way.

signature of parent/ carer

date

Under data protection law, individuals have a right to be informed about how our pre-school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

We only collect and use children's personal data when the law allows us to. Most commonly, we process it where we need to comply with a legal obligation and/ or where we need it to perform an official task in the public interest.

We do share data with other schools, agencies and Horsforth Children's services in order to access support and guidance for children and families in our pre-school.

Where we have obtained consent to use children's personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reason listed above for collecting and using children's personal data overlap, and there may be several grounds which justify our use of this data.

Further details of how we collect, store and use personal data of our children can be found by reading our Privacy Notice. For further information please speak to Adele Laycock, the Pre-School Manager or Maren Swift, the Office Manager.