

## Dear Parents / Carers



Firstly, thank you for enquiring to register your child with Jozone Kids Club.

We have put this guidance together to help you understand and complete the questions we must ask you.

We are registered with Ofsted, which is a governing body that inspects us; therefore, we must have a FULLY completed form for each child that attends our setting.

You can contact myself or a member of staff at any time to discuss anything to do with Jozone Kids Club or your child. Our aim is to support you and your child by providing a safe, happy and caring environment where your child will grow in confidence and knowledge.

### **Guidance on completing the registration forms for Jozone Kids Club**

We need these questions to be answered in full as part of our duty to safeguard children.

#### **What is Parental Responsibility?**

Parental Responsibility (PR) means having the right and responsibility to make important decisions in the life of a child.

#### **Who has Parental Responsibility:**

- Child's birth mother always has PR. She can lose it if her child is adopted by someone else.
- The child's father if he was married to the mother when the child was born.
- People who have the court grant them PR.
- A step parent- who adopts the child.

The situation for unmarried fathers is more complicated and depends on when the child was born. If a child was born before December 2003 unmarried fathers can get PR by:

- Marrying the mother of the child
- Registering a PR agreement with the court or applying for a court order granting them PR.

For children born after December 2003 unmarried fathers can get PR by:

- Registering the child's birth jointly with the mother
- Marrying the mother of the child
- Registering with the court for PR.

#### **Which Parent or carer does the child normally live with?**

This is who the child lives with most of the time

#### **Who else lives in the house with this child?**

This could be a partner, other siblings or family members?

#### **Other significant member of the child who does not live with them?**

A girlfriend or boyfriend, step family, Aunty or Uncles etc.

#### **Key agencies working with your child or family?**

This could be: A paediatrician, Speech & Language therapist, social services, parent support workers, CHAMS, any other professional.

- Please complete the emergency details part with two other contacts other than the main two, this is so we have as many people to contact in an emergency as possible if we can't get hold of the main carer.
- It is important that you provide us with any medical conditions, special needs or dietary or allergy requirement that your child might have, so that we can cater for their individual needs.
- Please sign and date where it states I give permission for my child to receive medical treatment & Advice in an emergency & to the administration of any supportive drugs. We will need this in case of an emergency if we need to take your child to hospital.
- Please provide a collection password, just in case another relative comes to collect that we are unsure of what they look like.
- If your child subject to a court order please attach a copy of this to the application.
- We will also need to see a bill, driving licence or something with you proof of address on.

#### **Safeguarding Children Policy and Procedure**

All adults associated with this organisation are committed to this statement. Anyone using the services of Jozone will also accept these principles. Where safeguarding concerns are raised, the advice of professional agencies will be sought with or without parent.

Our designated safeguarding children co-ordinators are Jo Crabtree director and the setting's Club Manager.

- Injuries noticed on children arriving at the setting, (either from home, another setting or school) will be recorded, discussed and action decided upon.
- Injuries noticed during the session will be recorded, discussed and action decided upon. Parents /
- Third party information received will be taken seriously, recorded, discussed and action decided upon.
- Information from children will be taken seriously, recorded, discussed and action decided upon.
- Injuries which occur during the session will be dealt with, recorded and reported to parents / carers on collection of their child unless the injury requires we contact parent / carer immediately
- Where concerns arise outside the skills or knowledge of our staff, the advice of outside agencies will be sought.

**Many Thanks**

**Mrs Jo Crabtree - Director Jozone Kids Club**

## **Privacy Notice - How we use children's information**

The Data Protection Officer with responsibility for monitoring this privacy notice is: Jo Crabtree.

### **Why do we collect and use children's information?**

Jozone Kids Club Ltd will record, process and keep personal information on you and your child in accordance with the General Data Protection Regulations 2018.

We use this data to:

- Support children's learning
- Make assessments on children's development
- Safeguard the children in our care in accordance with relevant legislation
- Comply with Government legislation
- Assess the quality of our services
- Contact you regarding your child

Jozone Kids Club Ltd collect, hold and share two kinds of records on children attending our setting:

#### ***Developmental records***

These include:

- Developmental information collected prior to the child starting at the setting
- Developmental information collected from other child care settings (e.g. Childminder)
- Observations of children in the setting, photographs, video clips, samples of work and developmental assessment records.
- A summary of the child's EYFS profile report.

#### ***Personal records***

These include:

- Personal details – including the information provided on the child's registration form and any consent forms and characteristics such as ethnicity, language and nationality.
- Contractual matters – including the child's days and times of attendance, a record of the child's fees and/or funding entitlement, any records of fee reminders and/or disputes
- Emergency contact details – including those people, other than parents/guardians with authorisation to collect the child from the setting.
- Children's health and well-being – including discussions about every day matters regarding the health and well-being of the child with the parent/guardian, records of accidents and medication records.
- Safeguarding and child protection concerns – including records of all welfare and protection concerns and our resulting actions, meetings and telephone conversations about the child and any information regarding a Looked After Child.
- Early support and SEN – including any focussed intervention provided by our setting, a record of the child's IEP and, where relevant, their Statement of Special Education Need.
- Correspondence and reports – including letters and emails to and from other agencies and any confidential reports relating to specific children

### **Collecting Information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

The Early Years Foundation Stage (Welfare Requirements) regulations 2012 place a legal obligation upon us to collect and process much of the information detailed above. Therefore, we do not require your consent to collect this information as we have fair and lawful reason for doing so.

All forms collecting data will clearly state our lawful basis for processing the information you supply and where the request is voluntary or consent is required this will be clearly stated.

### **Storing Data**

We ensure that access to children’s files is restricted to those authorised to see them. These confidential records are stored securely at Head Office and your Club Setting.

We retain children’s records for 2 years after they have left the setting, except records that relate to an accident or child protection matter. These are kept until the child reaches the age of 21 years or 24 years respectively.

### **Sharing Information**

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share information about your child with anyone without consent unless the law and our policies allow us to do so.

We routinely share information without consent with:

- Schools that children attend after leaving us
- Our local authority for the purposes of Early Education Entitlement for 2, 3 and 4 year olds and the Early Years Census
- The Department for Education (DfE) as part of statutory data collections

We are obliged to share confidential information without authorisation from the person who provided it, or to whom it relates, when:

- There is evidence that the child is suffering or is at risk of suffering significant harm.
- There is reasonable cause to believe that a child may be suffering, or is at risk of suffering, significant harm
- It is to prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

Further information regarding information sharing and confidentiality can be found in our policies.

### **Requesting Access to Your Personal Data**

Under data protection legislation, parents/guardians, children and young people have the right to request access to information about them that we hold. Where a child is too young to give ‘informed consent’ the parent is the ‘subject’ of the file and has a right to see the information held.

Children’s developmental records are shared regularly with parents/guardians and formal requests to access these is not required.

To make a request for your personal information contact Jo Crabtree in writing.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Withdraw consent where given
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you would like to discuss anything in this privacy notice, please contact Jo Crabtree.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

<i>Policy Details</i>	
<i>Written</i>	<i>February 2018</i>
<i>Amended Last</i>	<i>May 2018</i>
<i>To Be Reviewed</i>	<i>February 2019</i>

## \*Jozone Kids Club Children's Information Form\*

We need some details about your child and family. We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 and therefore we do not require your consent for the first section of this form. Where information to be supplied is voluntary or where we do need consent this is identified. The information provided will be kept and used for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.

<b>Child's Details</b>	
Child's Full Name:	Known as:
Date of Birth:	Gender:
Name of Parent(s) with whom the child lives:	
Who else lives with your child?	If sibling do they attend Jozone? Yes / No If yes what are their names
<b>Parent / Carer Details</b>	
Parent / Carer Name:	Parent / Carer Name:
Relationship to Child:	Relationship to Child:
Do you have parental responsibility for this child? Yes / No	Do you have parental responsibility for this child? Yes / No
If no, do you have legal contact? Yes / No	If no, do you have legal contact? Yes / No
Address:	Address:
Post Code:	Post Code:
Tel Number:	Tel Number:
Mobile Number:	Mobile Number:
Place of Work:	Place of Work:
Tel Number:	Tel Number:
Email Address for correspondence:	
<input type="checkbox"/> Please tick the box if you would like to receive invoices, news, offers, promotions, services and any other information related to Jozone Kids Club by email. (You can opt out at any time by notifying us in writing)	
<b>Emergency Contact Details</b>	
Please provide details of 2 people (other than the Parent/Carer) who we can contact in case of an emergency.	
<i>Note: It is your responsibility to ensure these people have given you permission to provide these details and are happy for us to contact them when required to do so.</i>	
<b>Emergency Contact 1</b>	<b>Emergency Contact 2</b>
Name:	Name:
Home Telephone:	Home Telephone:
Mobile Telephone:	Mobile Telephone:
Relationship to child:	Relationship to child:

### Bill Payer Details

Bill Payers Name: Relationship to Child: Address:  Post Code:	Tel Number: Mobile Number:  Place of Work: Tel Number:
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### Security Details

A password system operates in our setting. A secure password is required and should be used by emergency contacts and persons authorised to collect your child. Ideally this should be one word and something that is easily memorable. Please do not use obvious things such as middle names. The password is required from anyone collecting your child. If they do not have the password we will not release your child to them.

#### Please provide a collection password:

Persons authorised to collect the child. This is any other adult who may collect your child in your absence. Authorised persons must be over 16 years of age.

Authorised Person 1	Authorised Person 2
Name:	Name:
Home Tel:	Home Tel:
Mobile Number:	Mobile Number:
Relationship to child:	Relationship to child:

#### Important Security Information:

We have the safety and well-being of the children in mind at all times and we are sure that you will appreciate that persons known to you are strangers to us and we do need means of identifying those you have authorised to collect your child (either authorised or emergency contacts) when you are unable to.

We as a setting may be familiar with you but we do not always have the opportunity to meet both parents. This is also true of your nominated emergency contacts and authorised persons. We therefore request that should anyone unknown to us be collecting your child that you inform us in advance and show us a photograph to enable us to identify them when they collect your child.

### Medical Details

Name of GP:  
 Surgery:  
 Address:  
  
 Telephone:

Does your child suffer from any of the following?

Asthma		Epilepsy	
Heart Condition		Kidney/Bladder problems	
Diabetes		Bee Sting Allergy	
Sight Impairment		Deafness	
Wears Glasses		Other	

Please provide details if you have ticked yes to any of the above boxes

Does your child require medication, either long term for existing conditions or lifesaving drugs such as Ventolin? *(Please give details of the medication and dosage)*



Does your child have any Dietary Requirements, Preferences or food allergies? Please provide details	
Does your child have any special health requirements? Please provide details	
I confirm my child has no allergies to plasters and I consent to plaster being used for minor cuts and abrasions. YES / NO	
I give permission for my child to receive medical treatment & Advice in an emergency & to the administration of any supportive drugs.	
<b>Signature</b> ..... <b>Date</b> .....	
<b>Safeguarding Children</b>	
Does your family have a social worker for any reason?	
Name	Telephone number
Based at	
What is the reason for the involvement of Social Services with your family?	
Key agencies working with your child or family:	
Is your child subject to a court order? YES / NO (If yes please attach a copy to this application).	

The following section requires information classed as 'sensitive personal data' for which we need your consent to collect and process. We request this data as, in some cases we have a contractual obligation to do so with our Local Authority, but also as we have a legitimate interest to allow us to plan and meet your child's needs.

<b>Ethnicity and Cultural Background</b>	
Religion:	Ethnicity/Cultural Background:
Languages:	
<b>Education</b>	
Please advise which school your child is currently attending:	
<b>Special Educational Needs and Disabilities</b>	
Does your child have any special needs? Please provide details	
What (if any) special support will your child require in our setting?	

Professionals involved with the child	
Name: Agency: Role: Telephone no:	Name: Agency: Role: Telephone no:

The following section contains information for which we need your consent. As required by data protection we have a duty to inform you that you can withdraw your consent for any of the permissions detailed below at any time. Should you wish to withdraw consent please discuss this with a member of staff in the first instance.

## Permissions and Consent

### Health & Safety

If emergency treatment is required, either whilst your child is on the premises or on an outing, (for the duration of your child's time with us) and the parents or carers cannot be reached immediately, your signature in the space provided below empowers the settings management to exercise their own judgement in calling the doctor/dentist indicated above or to transport the child to a hospital casualty department by ambulance.

I give consent on my behalf for an anaesthetic to be administered or for any other urgent medical treatment to be given.

Yes / No

If no please indicate your wishes as follows:

I give consent to my child having sun-cream applied at the club/applying their own sun-cream at the club.

Yes / No

If no please indicate your wishes as follows:

**Signature**.....**Date**.....

### Photography

Tick the statements below if you consent to the following:

I consent permission for images of my child to be used for the following purposes

<input type="checkbox"/>	Observation and Assessment
<input type="checkbox"/>	Website for the club
<input type="checkbox"/>	Club Social Media Pages
<input type="checkbox"/>	Electronic and printed information, displays and exhibitions at the club.
<input type="checkbox"/>	Club records of my child

### Activities

Tick the statements below if you consent to the following:

<input type="checkbox"/>	I give consent for my child to take part in any journeys and trips either by foot, car, mini bus, coach, taxi or train.
<input type="checkbox"/>	I give permission for my child to participate in all club activities

Please indicate if there are any activities you do not wish your child to participate in:

Please sign below to confirm your consent for the indicated statements above:

**Signature**.....**Date**.....



## Declaration

A copy of our parent pack and company policies and procedures are provided. It is your responsibility to read through them and ensure you and your child abide by the Club's rules, policies and procedures which have been designed to ensure that all the children in our care are safe and protected at all times.

It is your responsibility to keep Jozone Kids Club up to date with any changes to the personal information provided.

Please tick the box to confirm you give consent for Jozone Kids Club to retain and process all personal information provided in accordance with the General Data Protection Regulations 2018.

Signature.....Date.....

## Registration Form Review

This form is to be reviewed regularly and you must notify Jozone Kids Club Ltd of any changes to the details in this form ASAP.

Please sign and date below when you have reviewed this form.

Parent / Carer Signature .....Date.....

Parent / Carer Signature .....Date.....

Parent / Carer Signature .....Date.....

Parent / Carer Signature .....Date.....

Parent / Carer Signature .....Date.....

Parent / Carer Signature .....Date.....

Parent / Carer Signature .....Date.....

Parent / Carer Signature .....Date.....





## Emergency Medical Treatment & Advice Form

*We have a legal obligation to collect and process this information in accordance with The Early Years Foundation Stage (Welfare Requirements) Regulations 2012 and therefore we do not require your consent to process the information on this form. The information provided will be kept and used for the purpose of maintaining appropriate contact details and for the safety and well-being of your child.*

Child's Name: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Doctor's Name: \_\_\_\_\_

Doctor's Address: \_\_\_\_\_

Doctor's Phone Number: \_\_\_\_\_

Any other relevant information

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parent's / Carer's Name: \_\_\_\_\_

Address

\_\_\_\_\_  
\_\_\_\_\_

Emergency Contact number \_\_\_\_\_

Child's Medical Number \_\_\_\_\_

In the event that my child is involved in a serious incident while at Jozone, I expect the Manager, or designated member of staff, to contact me immediately on the above emergency contact number.

If my child requires immediate medical treatment before I will be able to get to the hospital, I hereby authorise the Manager, or designated member of staff, to consent to emergency medical treatment and advice on my behalf.

I understand that this authorisation will remain valid unless I contact the Manager to withdraw it.

*For further information please see our company policies.*

Signature of Parent / Carer \_\_\_\_\_

Date \_\_\_\_\_

## Out of School Club Booking Form

<u>St Josephs / Gentleshaw / St Thomas More</u>								
Name of Child:				Child DOB:				
Name of Parent/Carer:				Club Attending:				
Address:				Tel No:				
PLEASE COMPLETE BY TICKING THE DAYS AND SESSIONS YOU REQUIRE YOUR CHILD TO ATTEND								
	Before School			After School				*On a Casual basis
	From 7.30am	From 8.00am	From 8.30am	Until 4.00pm	Until 4.30pm	Until 5.30pm	Until 6.00pm	
Monday								
Tuesday								
Wednesday								
Thursday								
Friday								

*\*Please note: we cannot guarantee a space for casual basis*

<u>Chadsmead</u>						
Name of Child:				Child DOB:		
Name of Parent/Carer:				Club Attending:		
Address:				Tel No:		
PLEASE COMPLETE BY TICKING THE DAYS AND SESSIONS YOU REQUIRE YOUR CHILD TO ATTEND						
	Before School		After School			*On a Casual basis
	From 7.30am	From 8.00am	Until 4.30pm	Until 5.30pm	Until 6.00pm	
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						

*\*Please note: we cannot guarantee a space for casual basis*

**PLEASE READ AND UNDERSTAND THE TERMS AND CONDITIONS FORM**

**THE TERMS AND CONDITIONS FORM MUST BE COMPLETED AND RETURNED TO US BEFORE WE CAN ACCEPT THE BOOKING.**

## Terms and Conditions

Name of Child: \_\_\_\_\_

Club Attending: \_\_\_\_\_

Parent/ Carer's Name: \_\_\_\_\_

Bill payers email address: \_\_\_\_\_

- You give permission for your child to attend Jozone Kids Club Ltd and understand that the club has Policies and Procedures and that there are expectations and obligations relating to both the club and yourself and your child.
- The Out of School Club is a play care facility and during the time in which your child is attending, Jozone Kids Club Ltd is legally responsible for him/her.
- There is no guaranteed space for bookings on a casual basis.
- Any information and details regarding your child will be treated as confidential. However, there may be times, for example in cases of child protection concerns, when details of your child may be passed on to other agencies. (For example, police, social care and health care professionals.)
- It is your responsibility to notify Jozone Kids Club in writing of any changes to any personal information regarding you and your child (e.g. contact information, medical conditions etc.).
- Upon the child's arrival to Jozone Kids Club he/she will be in care of Jozone Kids Club until collected and signed out by a 'Named' responsible adult.
- You must inform the Club Manager/Deputy before the session if you are collecting your child from school or they have not attended school on the day that they are booked in to the club. Refunds will not be issued for non-attendance of pre-booked sessions.
- If your child attends an out of school activity organised by the school during a booked session with Jozone Kids Club you will be charged for this session. This is due to Jozone Kids Club having to provide adequate staff ratios in the event that the school after school activity is cancelled.
- Jozone Kids Club opens at 7.30am and cannot accept children before this time.
- Jozone Kids Club closes at 6.00pm and if for any unforeseen circumstances, the person collecting is going to be late, you must contact the Club Manager as soon as possible to let them know.
- If any child remains at the club at 6.30pm, after doing everything possible to contact parents and emergency contacts, then Jozone Kids Club will be legally required to contact the First Response Team (Social Service).
- Whilst at Jozone Kids Club your child may get involved in messy activities, and therefore you will provide your child with appropriate clothing to accommodate this. Jozone Kids Club will provide aprons to protect clothing as much as possible.
- Whilst we try to ensure that the safety and security of items, we cannot be held responsible for anything lost, damaged or stolen.
- You confirm you have read the clubs behaviour policy and agree to its terms and appreciate that in some circumstances it may be necessary for Jozone Kids Club to exclude your child from the club. In the event that this occurs, you are required to pay for these missed sessions.
- **Aggressive or abusive behaviour towards staff will not be tolerated.**
- Should there be any incidents at Jozone Kids Club involving your child, you will be informed of the situation.
- If your child has an accident, then they will be treated by a qualified first aider and you will be informed of the situation as soon as possible. If there is a situation where your child needs urgent medical treatment and you are unavailable, you give permission for a member of staff from Jozone Kids Club may sign and consent forms necessary for treatment on your behalf.
- Should a child be prescribed medication by the doctor the Parent/Carer must notify the Club Manager before the child attends Jozone Kids Club and complete any necessary forms.
- Where the club has endorsed your claim for Tax Credit, Jozone Kids Club is legally obliged to notify the HMRC if you cease to use the service during the period of your claim unless you give a minimum of 10 days' notice. Your tax credit claim form will indicate that we may be jointly liable for any claim HMRC consider to be fraudulent.
- **Invoices must be paid for before the end of the month of its issue date. Failure to do so will result in your child's place being suspended until payment has been received and will incur a £5.00 late payment fee per week.**
- Any extra sessions booked after the invoice date will be charged the following month.



- Sessions that have been paid for and not taken cannot be carried forward for use in the future.
- **Refunds will not be issued for non-attendance of pre-booked sessions. Unless this is due to school closures.**
- There will be a charge of £10.00 for any returned Cheques to cover bank charges.
- If your child is not collected by 6.00pm there will be a charge of £3.00 per 10 minutes to cover the costs of the two staff that are legally required to stay.
- You are entitled to take 1 week (5 days) as holiday through the school year where you will not be charged for non-attendance of your pre-booked sessions. To take these holiday entitlement days you must notify Jozone in advance of the dates you will be taking as holiday entitlement. Dates can be taken together or individually. **Otherwise the full retainer must be paid on all absences including sickness and holidays in term time.**
- Prices may be subject to change at the Directors discretion.
- **A two weeks' notice is required in writing to make any permanent alterations to or cancel this contract.**
- Jozone Kids Club will also give two weeks' notice to terminate this contract unless the safety and / or welfare of the children, or staff, are not guaranteed where upon the contract will be terminated immediately.

**Failure to comply with the above terms and conditions may result in termination of your contract.**

*I have read and understood the above terms and conditions and I agree to abide by them.*

Signed Parent / Carer: \_\_\_\_\_ Date: \_\_\_\_\_