

### **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## **PAINSWICK PLAYGROUP**

### **Information and Records**

## **10.2 Admissions**

### **Policy statement**

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all sections of our community have access to the setting through open, fair and clearly communicated procedures.

### **Procedures**

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- When enrolling children, we give priority in this order:
  1. To children in their pre-school year
  2. To children who live within the village of Painswick
  3. To children living beyond the village of Painswick
  4. Places are also determined by postcode when and where necessary
- We will admit children from two years and nine months to five years old.
- Admissions to our setting are normally three times a year, either September, January or April. Parents are required to formally register their child at least six months before the start of the next playgroup year. For example, parents must register by March 31st for children that are starting during the playgroup year from the following September. All parents are notified in writing the confirmation of their child's place at least one full term before they are expected to start.
- We offer funded places in accordance with government guidelines and any local conditions in place at the time.
- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.

- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

## **Registration**

- When enrolling a child at our setting parents must complete and return a registration form. The registration document includes details such as name of child, names of parents, address, contact telephone numbers, names of people authorised to collect their child, medical information, special needs and the name and telephone number of two people, other than the parent, who can be contacted in the case of an emergency.
- Parents must ensure that these details are kept-up-to-date and that staff are informed if their personal circumstances change

## **Arrival and collection**

In order to maintain safety at the playgroup, the arrival procedure is as follows:

- On arrival at our setting, the parent/carer is to sign in their child in the arrivals book provided on that day, with the time and help their child hang their belongings on the hook that is marked with their name.
- (NB: if someone else is picking up the child that day, the parent/carer must note the person's name in the book where indicated and also let a member of staff know)
- From 8.50am (morning sessions)/12.00 noon (lunch club)/12.30pm (afternoon sessions) the yellow stable door will be manned by a member of staff, who will welcome the child in and tick their name on a register. If the parent/carer wishes to then settle their child, she/he may come into the main room.

At the end of the session, the collection procedure is as follows

- Each playgroup session finishes promptly at 12.00 noon (mornings)/12.30pm (lunch club)/3.30pm (afternoons).
- Each child leaving at 12.00 noon will be released to their parent/carer (or as instructed on arrival) at the main door by a member of staff and the staff will sign and record the time of child's departure.

- Each child leaving at 12.30pm, 3.30pm or 3.00pm on a Friday will be released from playgroup to each parent/carer, by a member of staff, at the yellow stable door.
- The parent/carer is to sign out their child in the book provided also recording the time of departure.
- There may be a time, due to unforeseen circumstances, that the parent/carer has to ring our setting to inform us that someone else is picking up their child that day. To do this, the parent/carer will have to give their unique password to a member of staff when she/he makes the call. This is to confirm her/his identity over the telephone.
- These measures are in place to ensure the safety and security of children at playgroup at all times.

This policy was adopted by \_\_\_\_\_ *(name of provider)*  
On \_\_\_\_\_ *(date)*  
Date to be reviewed \_\_\_\_\_ *(date)*  
Signed on behalf of the provider \_\_\_\_\_  
Name of signatory \_\_\_\_\_  
Role of signatory (e.g. chair, director or owner) \_\_\_\_\_