



Registered Charity No 1035670

Welcome Pack – Part Two

Forms and Information for registering your child at Beckley Preschool

This part of the pack is for parents who have decided they would like to register their child to start at Beckley Preschool.

This pack contains forms for parents to fill in to provide us with their child's details and important information to help us to understand their child's needs and preferences. It also contains information sheets and parental consent forms. It is important to get these forms back to us **before** your child starts.

Please can you also bring in your child's birth certificate/passport as it is a requirement of East Sussex County Council that we hold a copy in order for your child to receive government funding once they are eligible.

This pack also has information about our Policies and Procedures. These can also be found at Beckley Preschool or online at www.beckleypreschool.co.uk



Registered Charity No 1033570

PLEASE FILL IN AND RETURN ME

Beckley Preschool Registration Form

Childs Full Name: (As appears on the birth certificate)				Name to be used at Preschool:	
Date of birth:					
Birth certificate No: (we need to see the original certificate at induction)					
Gender at Birth:					
Parents/Carers Name:				Parent/carers Date of birth:	
Childs Legal Guardian: (if applicable)					
Childs Address: (where child resides)					
Language spoken at home:					
First Language: Second Language: (if applicable)					
Parents/Carers Occupation and NI number:					
Parents/Carers address: (if different)					
Names of all those living in the childs home:					
Primary Contact Name:					
Contact Details:	Home:		Mobile:		Email:
Emergency Contact Name 1:				Contact Number:	
Emergency Contact Name 2:				Contact Number:	
GP Name/Address:				GP Contact Number:	
Health Visitors Name:				Health Visitors Number:	
Date red book seen by setting: (please bring in when you hand the paperwork in)				Have you had 2 year HV check? (please circle) Yes No N/A	

Religion:											
Ethnicity:											
Cultural Awareness: Are there any cultural or religious observances that you would like us to be aware of when looking after your child? For example; dress, diet, religious holidays or festivals (e.g. Christmas, birthdays, Lunar New Year, Hanukkah)											
Medical History: (This should include all relevant information such as Asthma, Diabetes, eczema etc and/or any previous childhood illnesses i.e. measles, chicken pox, whooping cough, TB etc)											
Medication: Is your child on any regular medication? If yes, what is the name of the medication? (Please be aware that a separate medical form will need to be completed in order to administer any medication to a child within the setting. This medication will need to have a doctors label on it)	YES / NO (please delete as appropriate)										
Immunisations: Please indicate which of the following routine vaccinations your child has received by circling the correct answer:	<table border="0"> <tr> <td>8 weeks old:</td> <td>Received / Not received</td> </tr> <tr> <td>12 weeks old:</td> <td>Received / Not received</td> </tr> <tr> <td>16 weeks old:</td> <td>Received / Not received</td> </tr> <tr> <td>One year old:</td> <td>Received / Not received</td> </tr> <tr> <td>3 years 4 month old:</td> <td>Received / Not received</td> </tr> </table>	8 weeks old:	Received / Not received	12 weeks old:	Received / Not received	16 weeks old:	Received / Not received	One year old:	Received / Not received	3 years 4 month old:	Received / Not received
8 weeks old:	Received / Not received										
12 weeks old:	Received / Not received										
16 weeks old:	Received / Not received										
One year old:	Received / Not received										
3 years 4 month old:	Received / Not received										
Has your child visited the Dentist? If so what is the name and address of your dentist and the date of when your child last visited											
Any allergies? (Please include food allergies, soap or colouring allergies)											
Does your child have an EpiPen?											
Does your child have any special dietary requirements? If so please provide details											

Drink preferred at snack time for your child:	Milk:		Water:		Either:		
Can your child drink from an open cup?	Yes:		No:				

Do you have any concerns about your child's development?

If your child already has additional/SEN needs that you have concerns over or have been identified/diagnosed please let us know. These can be speech and language delays/understanding, physical (such as hyper-activity), sensory sensitivities, social interactions etc.

Names of other professionals involved with your child: (if applicable)

Name 1:

Agency:

Role:

Contact Number:

Name 2:

Agency:

Role:

Contact Number:

Does your family have a social care worker for any reason?

Name:

Telephone number:

Yes ☐ No ☐

What is the reason for the involvement of the social care?

Any other information you feel we should know:

Start date: / /

Days required: (Please tick)

Days	Monday	Tuesday	Wednesday	Thursday	Friday
All day 09:00 – 3:00pm					
AM 09:00 – 12:00pm					
AM + Lunch 09:00 – 1:00pm					

I give my permission for:

- Beckley Preschool to act “in Loco parentis” in a medical emergency
- A member of staff to accompany my child to hospital on an emergency visit
- For my child to be taken on outings when accompanied by Beckley Preschool staff
- For Beckley Preschool to use photographs of my child for record keeping, and for the staff to make and record observations of my child during the session.

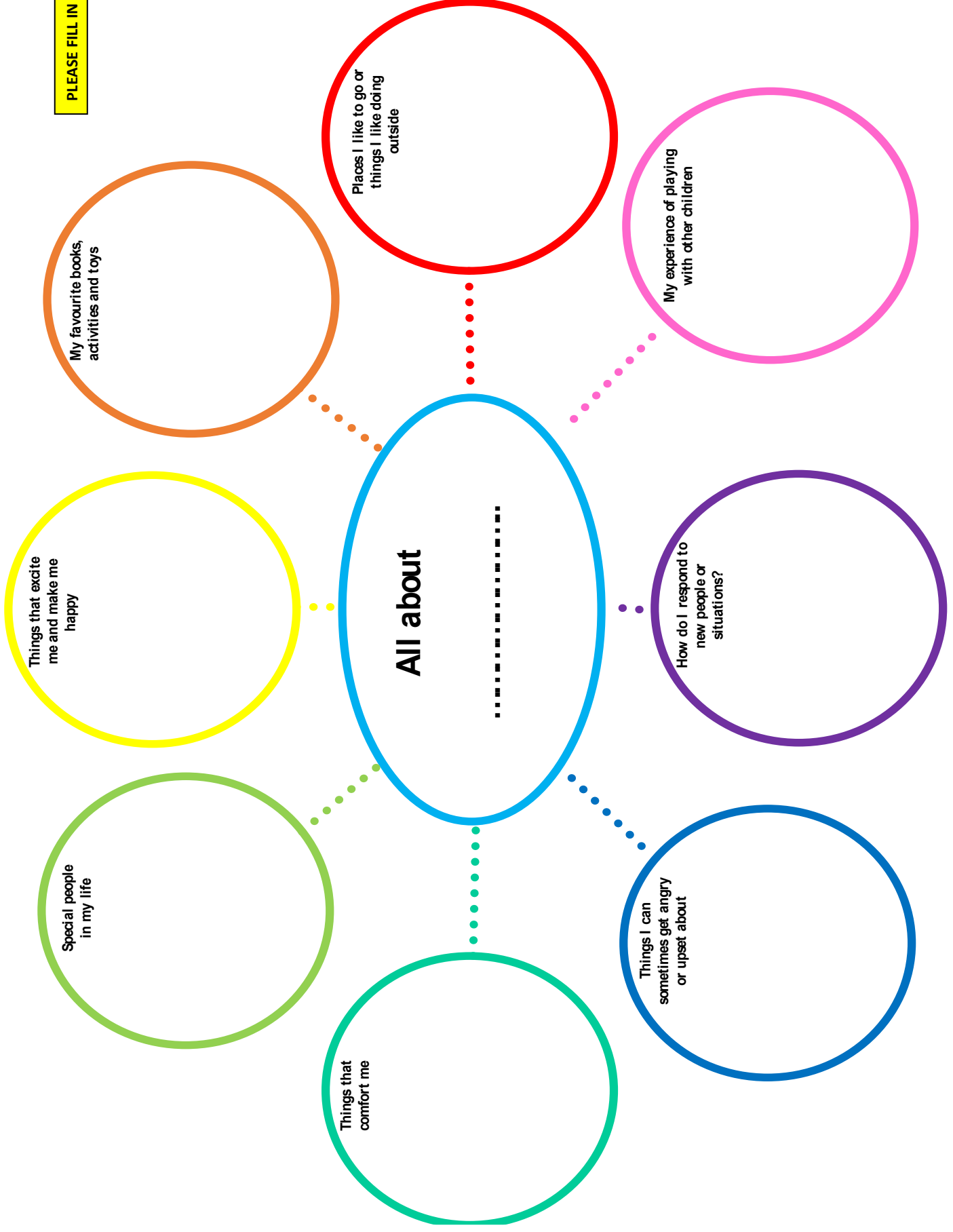
Yes		No	
Yes		No	
Yes		No	
Yes		No	

I confirm that all of the information I have given is correct. I agree that by registering my child with Beckley Preschool that I have read, understood, will abide by and support Beckley Preschools policies and procedures. These can be found online at www.beckleypreschool.co.uk or hard copies can be viewed in a folder at Beckley Preschool.

Signed:.....Parent/Carer Name:

Date:

All information will be treated as strictly confidential



PARENTAL AGREEMENT CONTRACT

This contract is issued by the Committee of Beckley Preschool who represent this registered charity (number 1035670). Beckley Preschool is OFSTED registered (109387) and is registered to receive the Early Years Educational Entitlement (EYEE)

The following terms and conditions apply:

SESSIONS

We have 3 sessions available; 9:00 – 3:00 (All day), 9:00 – 12:00 (Morning) and 9:00 – 1:00 (Morning with Lunch). These sessions coincide with the EYEE which allows **eligible** children to access up to 30 hours of funding.

FUNDING OPTIONS

There are different types of funding available to those that are eligible:

- Disadvantaged 2 year old funding – you will need to apply for this online (East Sussex County Council) and if eligible you will receive a 6 digit eligibility code.
- Working families 9 months to 4 years funding - (came into effect in September 2025) you will need to apply for this online (HMRC) and if eligible you will receive an 11 digit voucher code.
- Universal 15 hours funding for **all** 3 and 4 years olds

All children will be eligible for the Early Years Entitlement (**universal funding**) either from the beginning of Term 1 (September) or Term 3 (January) or Term 5 (April) which ever follows their 3rd birthday. This grant funding is payable for a maximum of 15 hours per week for a total of 38 weeks per school year.

Eligible families will be sent an email identifying a unique voucher code as “Proof of Eligibility”. You will need to give us this code when your child starts.

FEES

With effect from 1st September 2025 fees will be £7.00 per hour.

Fees are calculated at the beginning of each term (6 times per year) based on your child's registered sessions. An invoice is issued during the first week of each term and is payable by the date shown on that invoice. You will need to pay it in full, unless agreed by the manager or bursar to pay otherwise. If payment is not received and no satisfactory reason is given in writing to the manager or bursar, children will only be allowed to attend the sessions covered by the EYEE (if applicable) and will not be allowed to return to their full hours until all outstanding amounts are paid in full. (In these circumstances the Committee will consider each case individually and give assistance and advice as appropriate, before the child is unable to attend sessions)

Fees can be paid via BACS and cash. BACS details are on the invoices.

VOLUNTARY FEES

Added to your bill is a voluntary consumables fees which is calculated at £1.00 per funded hour that your child attends per week. **This voluntary fee applies to only the funded hours for 3 and 4 year olds.** Unfortunately, as the EYEE grant for 3&4 year olds does not cover our running costs, only the “childcare” we have introduced the voluntary consumables fee to help keep our provision running. This will automatically be added to your invoice, but is voluntary. These voluntary fees do **NOT** apply to funded 2-year-olds, as currently the grant received for this age do cover our running costs.

ABSENCES

Fees continue to be payable if a child is absent without notice or for a short time, including for sickness and holidays. Children taking more than 2 weeks holiday a year, in term time, may be asked to refund this part of the EYEE and therefore have to pay for these sessions. In cases of prolonged absence (over four weeks), parents should contact the Preschool manager or bursar about fee payment. Each child's attendance is conditional upon continued receipt of any necessary fees or EYEE funding.

Fees are still payable for days where the setting has to close due to reasons outside of our control i.e. adverse weather, health & safety reasons, natural disasters, utility provider issues e.g no power/water etc.

Please ensure you have read and understood the Fee Policy which can be found on our website and/or via a hard copy at the setting.

A 5-minute grace period is provided after the scheduled collection time. Late fees will be charged beginning at the 6th minute past collection time. Please call ahead if you know you are going to be late so we can reassure your child. Breakdown of these charges are in our fee policy.

Parents/carers are required to provide a **minimum of one full half-term's written notice when withdrawing their child. Fees remain payable during the notice period.**

I / We agree to the Terms and Conditions outlined above

Childs Name: _____ Date: _____

Parent/Guardian Name: _____ Parent/Guardian Signature: _____

Clothing

“The Best Days End in Dirty Clothes”



We suggest you dress your child in comfortable, loose old fitting clothing as we do lots of different activities, including painting, water play, cookery, outdoor play, physical sessions and there is a good chance your child may come home a little messy!

We ask that you send your child into Preschool with Wellington boots, easy to take off and put on shoes e.g that fasten with Velcro or slip on, a warm waterproof jacket, changes of clothes, sunhat and suncream so we can make the most of our outdoor areas during all weathers.

We encourage all of our children to become independent when changing and using the toilet, and we would ask you to consider this when deciding on the clothes you would like them to wear. Of course, staff will always help out when needed.

We have sweatshirts and t-shirts bearing the Preschool logo, available for you to purchase for your child. These are ideal for wearing to Preschool as it saves their good clothes from getting dirty and eliminates the “what shall we wear today” worry!

VOLUNTARY CHARGES - WHAT DO YOU PAY FOR?

As mentioned previously we have introduced Voluntary charges of £1 per funded hour for ¾ year olds.

We are all experiencing the high cost of living at the moment, so we thought it would be a good idea for you as parents/carers to see what kind of things you are paying for as part of voluntary services.

Paying these voluntary payments is a **huge** financial help to keeping Beckley Preschool running and ensuring we can continue to provide the best childcare provision for your children. We are a charity and in this financial climate with the ever-rising costs we truly appreciate your support and contribution

Food charges

Milk (provided every day)

Snack (fruit/savoury) provided ad-hoc weekly

Ingredients for cooking activities

Non-food consumable charges (list is not exhaustive)

Gloves

Toilet roll

Blue roll

Disinfectant spray

Washing up liquid

Stationary (when necessary)

Paper towels

Bin bags

Detergent

Hand soap

Ink

Laminating sheets

Printing paper

Apron

Activities charge (list is not exhaustive)

Playdough ingredients

Shaving foam

Cornflour

Pasta

Paint

Coloured paper

Card

Pens/pencils

Tissue paper

Glue

Foam paper

Bubbles

Cereals (for cereal play)

Craft accessories

Gardening equipment

Chalk

Keyworker system

At our preschool, each child is assigned a **Key Person**. The Key Person is a member of staff who takes special responsibility for supporting your child's care, learning, and development while they attend our setting.

The Key Person helps your child to feel safe, secure, and valued by building a warm and trusting relationship. They will:

- Support your child during the settling-in period
 - Be your child's main point of contact
- Monitor and record your child's progress and development
- Plan activities based on your child's interests and needs
- Provide comfort and reassurance when needed
- Share updates and observations with you

The Key Person system ensures that every child receives individual attention and consistent support. While all staff care for all children, your child's Key Person will take a particular interest in their wellbeing and development.

We believe strong partnerships between parents/carers and the Key Person are essential. Regular communication helps us work together to provide the best possible experience for your child.

Settling-In Policy

We understand that starting Preschool is an important milestone for both children and their families. Our settling-in process is designed to help each child feel safe, secure, and confident in their new environment.

Children can be sensitive to their parents' feelings, any uncertainties you feel may be noticed by your child, and could make it more difficult for you to leave them happily. It is important for both you and your child that you feel confident about your child being cared for in the Preschool.

Before your child starts at Preschool, you can do some preparation by talking to them about some of the activities which they may particularly look forward to. It may also be helpful if they can join in preparing "things to bring", such as labelled wellingtons, hats, lunchbox etc.

To support a smooth transition, we offer a gradual settling-in period which typically includes:

- An initial visit with a parent/carer present to view the setting
- Once registered and a start date confirmed - short periods where the parent/carer leaves the child
- Gradually extending these periods over several sessions
- Regular communication between staff and parents/carers

We suggest for these settling in sessions to be without you. These can be from as little as 10 minutes to up to 2 hours. The length of separation will be increased gradually, depending on the child's individual needs and comfort level. It is normally best to be open and straightforward with your child about leaving them. Slipping away when they are not looking can be very distressing to a child when they have found out you have gone. In our experience we find it is much harder for a child to deal with you leaving if you are unsure or hovering. Giving them a minute or two's notice that you are leaving sometimes helps, so they can begin to get used to the idea.

By settling without parents present, children are able to:

- Build trusting relationships with their key person from the very beginning
- Develop confidence and independence in a supportive, calm environment
- Become familiar with nursery routines and expectations more quickly
- Experience consistent, clear transitions that reduce prolonged anxiety.

Our staff are highly experienced in supporting children through this process. We offer reassurance, comfort, and engaging activities to help children build confidence and form secure relationships with their key person. We will work closely with parents/carers to ensure the pace of settling-in is appropriate for each child.

Every child is different, and while some may settle quickly, others may need more time. We are committed to making this transition as positive and supportive as possible.

We understand that this can be an emotional time for families, and we are always happy to talk through any concerns. You will be kept informed about how your child is settling, and we will work closely with you to ensure a positive start to their nursery journey.

For insurance purposes unfortunately we cannot have younger siblings (under 2 years) stay for longer than an initial visit to view the setting.

Collecting Children

In the event of you wishing for another person to collect your child who Beckley Preschool staff haven't met before, we MUST be notified in advance and a password must be organised between you, us and the person collecting your child.

We will not release your child to someone we haven't met before unless we have received confirmation from yourself and have organised a password.

We do not wish to cause any upset by not allowing your child to leave with another person, but we must prioritise the protection of children.

IT IS YOUR RESPONSIBILITY TO INFORM US AND ORGANISE A PASSWORD IN THIS SCENARIO.

Thank you for your understanding with this.



Registered Charity No 1035570

PLEASE FILL IN AND RETURN ME

Privacy Notice

Beckley Preschool processes personal information about its pupils and is a 'data controller' for the purposes of the Data Protection Act 2018 (General Data Protection Regulation GDPR). We collect information from you and may receive information about your child from their previous setting.

We hold and use your child's information to support their teaching and learning, monitor and report on how well they are doing, provide them with pastoral care and to assess how well the setting is doing.

The information we hold includes yours and your child's contact details, your child's national curriculum assessment results, attendance information, ethnic group, special educational needs and any relevant medical information.

We will not give information about you or your child to anyone outside the pre-school without your permission unless we deem it necessary for the safety or protection of the child or unless the law and our rules permit it. We are required by law to pass some of your child's information to East Sussex County Council and to the Department for Education [DfE] and local NHS agencies. We will pass on individual child records to the receiving setting when a child moves from one setting to another. This includes when a child moves to reception class in primary school.

You can ask to see the information we hold about you.

If you want to see the information, we hold and share about you then please contact the setting Manager or Deputy.

If you need to know more about how East Sussex County Council and the DfE store and use your information please contact them:

East Sussex County Council: www.eastsussex.gov.uk/dataprotection

DfE:

www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/

www.teachernet.gov.uk/management/ims/datamanagement/privacynotices/pupilsdata/thirdpartyorgs/

If you are unable to access these websites, please contact the County council or DfE as follows:

Information Governance Officer

East Sussex County Council

County Hall

St Anne's Crescent

Lewes

BN7 1UE

Public Communications Unit

Tel: 01273 481634 (General Enquiries)

Email: CS.DPA@eastsussex.gov.uk

Website: www.eastsussex.gov.uk

Department for Education

Sanctuary Buildings

Great Smith Street

London

SW1P 3BT

Tel: 0870 000 2288

Email: info@education.gsi.gov.uk

Website: www.education.gov.uk

GENERAL DATA PROTECTION REGULATION (GDPR)

This regulation is concerned with the processing of personal data. As an organisation we collect and hold personal information which means we are a data controller and must comply with the principles of the GDPR.

In accordance with these regulations we have prepared the document above detailing a Privacy Notice (How we use children's information)

Please sign below to confirm that you have received and read this information and are in agreement with its contents in relation to information retained by us regarding your child.

Child's Name _____

Parent's Name _____

Signed _____

Date _____

Digital/Online Technology Safety and Permissions

As part of their learning and development, your child will have the opportunity at preschool to access a wide range of digital technologies. These will include computers, laptops, pc games, iPad's, camera's and RC cars. We recognise the value of using these digital technologies and are fully aware of the potential risks involved. We therefore have rigorous online safety policies and procedures in place. Copies of our online safety policies and procedures are available at all times. These are located in our **Policy and Procedures Folder**, which is out every day in the foyer of the hall and on our website.

In order to support us further in developing your child's knowledge and understanding about online safety, please read the "**Acceptable Use Rules for Children**" below, and discuss them with your child. We then ask that you **SIGN** and return this form also. We understand that you may feel your child may be too young to give informed consent, on his/her own, however we feel it is good practice to involve them as much as possible in the decision making process. We believe a shared commitment is the most successful partnership.

We are hopeful that you will find these rules provide an opportunity for further conversations between you and your child now and in the future, about safe and appropriate use of online and digital technologies. Both within the preschool setting environment, at home and in the wider community around them.

Should you wish to discuss any points further, please don't hesitate to speak with the manager, who will be happy to help with any concerns or questions.

Acceptable use rules for children:

This is how we stay safe when using computers, iPads, and laptops:

- I will ask an adult/staff if I want to use the computer, I pad or laptop.
- I will only use games/program that an adult/staff has told me or shown me to use.
- I will ask for help from an adult/staff if I am not sure what to do or if I think I have done something wrong.
- I will tell an adult/staff if I see something that upsets me on the screen.
- I will take care of the computer and other digital/technology equipment at preschool.
- I know that if I break the rules, I might not be allowed to use the digital /technology equipment.

As the parent/carer I have read and discussed the "acceptable use of rules for children" above with my child/ren.

- I give permission for my child to use online and digital equipment and technologies.
- I understand that the setting will take all reasonable precautions, to ensure that my child will be safe when online. However, I understand that this will manage risk but not eliminate it.
- I understand that the preschool will take appropriate action in the event of any incidents.
- I will encourage my child to adopt safe use of online and digital equipment/technologies, both within and outside of the preschool.

Name of child/ren:

Name of parent/carer:

Signature:

Date:

Tapestry Learning Journal - Trust Statement

Dear Parents and Carers,

Your child's Tapestry Learning Journal is a secure online tool to reflect their time at our Early Years setting. It includes observations of your child at play, photographs, videos and other information. The Learning Journal captures your child's personal journey and celebrates their interests, experiences and achievements.

We hope that you will be able to contribute information to this Learning Journal, perhaps by sharing some photographs and maybe a small explanation of what your child enjoys doing at home. This helps us to have a more holistic view of your child, plan activities and set next steps.

Please remember however, that this Learning Journal may contain personal data that relates not only to your child, but also to other children who attend the setting. It is likely, for example, that some of the photographs included will capture other children at play.

An agreement must be obtained to include such personal data in yours and another child's Learning Journal; however, please remember such data shared is for your own personal use only. **This means that information should not be shared with others, or 'publicised' in any way, without the explicit consent of the parents or carers of those children who may be included. For example, such photographs cannot be displayed on a social networking site or displayed in a public place.**

Please fill in the attached declaration form and return to the Preschool. Thank you for your continued co-operation and support.

Declaration Form

Child's name:

- I understand and agree with the Tapestry Learning Journal – Trust Statement.
- I understand that any data included within my child's Learning Journal which relates to another child, is for my own information and personal use only.
- I will not seek to publicise, display or share such data with others, and will ensure the privacy of other families in doing so.
- I understand that my child's image may appear in 'group' photographs, which are included in other children's Learning Journals.

Please delete as required:

- **I agree/do not agree for my child to be included in another child's Learning Journal.**

Parent/Carers name:

Signature (parent/carers)

Date:

Consent for using images of your child

During your child's time with us we are likely to take pictures and maybe videos of them. We would like to use these for record keeping in their online journals, in displays, in newsletters, in publicity or on our website. These images will be used for educational purposes only and can be seen by you before publication [if applicable].

At our events, such as sports day, our Christmas concert, Christmas party and end of year party, parents often request the use of their own recording equipment. Our policy is that any recordings made by parents/carers must only be used for the families' private use. [A notice will be displayed at all events that Parents/Carers have been invited to attend informing them that photographic and video equipment might be used and to inform a member of staff if they have any objections].

These procedures and policies have been put into place to ensure the safety of all of our children and families and to be in line with Data Protection Guidelines (Act 1998).

Please sign the agreement below and return to a member of staff. If you have any questions, please don't hesitate to ask a member of staff.

Child's name: _____

I give consent to images/videos of my child being taken by authorised personnel representing Beckley Preschool.

Yes/No * * Delete as appropriate.

I give consent to images/videos of my child being taken, to be used for my child's online journal "Tapestry".

Yes/No * * Delete as appropriate.

I give consent to images/videos of my child to be used in other children's "Tapestry" journals who attend the setting.

Yes/No ** Delete as appropriate.

I consent to images of my child being displayed on walls or display board within Beckley Preschool setting where they may be visible at times to the general public

Yes/No ** Delete as appropriate.

I consent to images of my child being used on our website, newspaper or other advertising for the setting e.g the prospectus, posters, flyers, booklets, social media etc

Yes/No* * Delete as appropriate

I understand that parents/carers may use their own recording equipment and I can inform a member of staff, at the beginning of the event, if I have any objections.

I agree any images that I take, film, or images from their journals will not be used/put on any social media websites e.g facebook, Instagram, TikTok, etc

Parents Name: _____

Signed: _____

Date: _____

This form is valid for the duration of your child's time at our Early Years setting. It is your responsibility to let us know in writing if you want to withdraw or change your consent at any time.

Nappy Rash

Dear Parents and Carers,

It is important to us that while your child is in our care, that we are able to prevent and relieve the soreness that arises from nappy rash. We will only apply cream or ointment supplied by a Parent or Carer. Staff will take appropriate care regarding the correct application of the cream or ointment, and this can be discussed with your key person beforehand.

Cream or ointment needs to be clearly marked with your child's name and in your changing bag. If prescribed by the doctor a medical consent form will also need to be completed.

.....

Parent/Carer Agreement

I give/do not give my permission for authorised staff to apply nappy cream or ointment to my child when and as required

Name of Child Date

Signed Name of signatory

Suncream

We need your support by ensuring your child brings the appropriate outdoor clothing to Preschool every day to allow us to make the most of our garden. We take the children out in all weathers to enhance their learning experience.

We do have a sun cream that the Preschool supply. Please confirm below if you are happy for Preschool sun cream to be applied to your child.

If you prefer to apply a particular brand of sun cream to your child before coming into Preschool and you wish us to re-apply throughout the day, please send a bottle of sun cream in your child's bag clearly labelled with their name.

We are very aware of the possibility of heat stroke during the hot weather and request your permission to allow us to sponge your child's face, arms and legs with cool water if heat stroke is suspected.

Please make sure your child's belongings are all clearly labelled.

Please delete as appropriate:

I give / do not give permission for members of staff to apply Preschool sun cream to my child.

I would / would not prefer to supply my own sun cream.

I give / do not give permission for members of staff to apply sun cream to my child.

I give / do not give permission for members of staff to sponge my child if heat stroke is suspected.

Name of Child.....

Name of Parent/Carer.....

Signed.....

Date.....

Sickness

Please ensure you read our Policy on Sickness.

We do not provide care for children who are unwell, have a temperature, sickness and diarrhoea, or who have an infectious disease. Children must be clear of symptoms for at **least 48 hours** before attending pre-school.

The table shows guidelines on how long your child should be kept at home after a common illness:

Sickness & Diarrhoea	A child should be kept off school for 48 hours from the last bout of sickness or diarrhoea.
Conjunctivitis	Once treatment has started and there is no weeping/stickiness on the eyes.
Chickenpox	When the last spot has dried up (minimum of 1 week)
High Temperature	Do not send your child in with a high fever even after administering medication like calpol. If Your child requires calpol they should not be at pre-school.
Head lice	Please ensure your child has been treated and has no live lice.
Impetigo	48 hours after treatment starts and no weeping is present.

Administration of medication

Please ensure you read our Policy on Administration of Medication.

While it is not our policy to care for sick children, who should be at home until they are well enough to return to the setting, we will agree to administer medication as part of maintaining their health and well-being or when they are recovering from an illness.

In many cases, it is possible for children's GP's to prescribe medicine that can be taken at home in the morning and evening. As far as possible, administering medicines will only be done where it would be detrimental to the child's health if not given in the setting. Where medication has been prescribed it is advised that the parent keeps the child at home for the first 48 hours, especially if the child has not had a medication before, to ensure no adverse effect as well as to give time for the medication to take effect. The Managers decision, on whether they feel a child is well enough to attend, is final.

Date as Postmark

Dear Parent or Guardian

Child Protection Regulations

This letter is for all parents using registered childcare in East Sussex. It is for information only.

As you may know, the valuable services offered by childcare providers for children under 8 years are subject to regulation by Ofsted. The purpose of regulation is to protect children, provide reassurance to parents and guardians and to ensure that the services meet specified standards. When a childcare provider meets the standards, they can register. Ofsted inspectors continue to carry out inspections following registration.

Your provider of childcare has given a commitment for the safety and protection of children, and they are expected to make their individual policies and procedures clear to you. This includes their policies and procedures for Child Protection and for dealing with concerns and complaints from parents.

A registered childcare provider has a legal duty to follow the Child Protection Procedures which have been drawn up by the East Sussex Safeguarding Children Partnership. A copy of these procedures can be found online at [Welcome to your Pan Sussex Child Protection and Safeguarding Procedures Manual | Sussex Child Protection and Safeguarding Procedures Manual](#). Under these procedures, childcare providers must report any suspicions they have that a child may have suffered, is suffering, or is at risk of suffering significant harm to the County Council's Children's Social Care department. It is then the responsibility of Children's Social Care staff to decide what action, if any, needs to be taken.

Such situations are always distressing but nevertheless the law is clear that the welfare of children is the paramount concern. The Sussex Procedures state that in the event of an inquiry, parents will be afforded the right to honesty, full information as appropriate and the opportunity to express their views and challenge actions.

If you require further guidance about any aspect of the responsibilities of registered providers, please contact the Early Years Team, Education Department on 01323 463026 and ask for the Early Years Support and Intervention Officer for your area.

A handwritten signature in black ink, appearing to be "D. Davis", written in a cursive style.

Yours sincerely, Donna Davis, LADO Safeguarding Unit. Reviewed December 2024