

West Green Playgroup



General 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.

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, in written and spoken form and, where appropriate, in more than one language. Where necessary, we will try to provide information in Braille, or through British Sign Language. We will provide translated written materials where language needs of families suggest this is required as well as access to an interpreter.
- We arrange our waiting list in birth order, then by date of application.
- Priority is given to siblings of children who have attended within the past 3 years.
- We aim to take children from the age of 2 where possible (adhering to settings no's for under 3's) up to the age of 4.5. The cut-off point being 31st August before the child's 5th birthday.
- We offer a number of places (as set by the playgroup where financially viable) for children in receipt of the 2-Year-Old funding.
- We offer full time places only (35 hours per week) for children in receipt of the 30 Hour Funding. The additional 5 hours will be charged at the current hourly rate.
- We offer 24 places per session, with no more than 8 of those children being under the age of 3. Because of the child/adult ratio there may be occasions when a child lower on the waiting list is offered a place before those high up

- We keep a place vacant, if this is financially viable, to accommodate an emergency admission.
- We describe our setting and its practices in terms that make it clear that it welcomes both fathers and mothers, other relations, and other carers, including childminders.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, and ethnicity or from English being a newly acquired additional language.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting.
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity.
- We make our Valuing Diversity and Promoting Equality Policy widely known.
- We consult with families about the opening times of the setting to ensure we accommodate a broad range of family need.
- 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.
- The information we require for our waiting list is:

Child's Name

Date of birth

Gender

Parent's Name

Address/es

Land Line Number

Mobile

Number

Email Address

Names of older siblings who have attended the group

This information is used to add the child to the waiting list (excel spreadsheet) and is kept as a hard copy on file to allow for correspondence and contact of the parent.

The details are removed from the spreadsheet by deletion and hard copy by shredding once the child has been offered a place or if the parent no longer requires a place