



**The College  
Nursery**

# Family Welcome Pack 2023/24



01733 762180 | [www.peterborough.ac.uk](http://www.peterborough.ac.uk)

**Thank you for choosing The College Nursery, through this welcome pack for 2023-2024, we hope to introduce you to our Nursery and tell you more about the setting you have chosen for your child. The College Nursery is part of the Inspire Education Group and is situated on Peterborough College grounds.**

The College Nursery is registered for 72 children full-time.

- 12 between ages 12 weeks to 24 months with an adult to child ratio of 1 adult to 3 children.
- 20 between ages 24 to 36 months with an adult to child ratio of 1 adult to 4 children.
- 44 between ages 36 months to 5 years with an adult to child ratio of 1 adult to 8 children.

However the maximum we will accept per session is 32 preschoolers. As a result of our last OFSTED inspection we were judged as Good. A copy of our report is on the parent/guardian information board in the entrance foyer and online. Please speak to a member of management and we can direct you to the report. The report is also available online [The College Nursery - Ofsted Report Jan 2023](#).



## Opening Times

**We operate between the hours of 8.00 am to 6.00pm. The nursery is open for 52 weeks a year.** We only close for Bank Holidays and College efficiency days which are during the period between Christmas and New Year. Term dates are released and emailed directly to families at the start of the academic year.

## Key Contacts

**Call** 01733 762180

**Email** [nursery.pbo@ieg.ac.uk](mailto:nursery.pbo@ieg.ac.uk)

- **Brogan Rainey** Nursery Manager [brogan.rainey@ieg.ac.uk](mailto:brogan.rainey@ieg.ac.uk)
- **Rebecca Peacock** Nursery Deputy Manager and Baby Room Leader (currently on maternity leave, due to return April 2024)
- **Charlotte Sansby** Nursery Deputy Manager and Baby Room Leader (Maternity Cover)
- **Shelly Lenton** Toddler Room Leader
- **Diana Wheldon** Preschool Room Leader (currently on long term sick leave, due to return January 2024)

We have 22 members of staff in our Nursery team, with many of us working at the Nursery for a long time. We aim to provide a family friendly welcoming environment by providing strong key relationships. Please see the display board in Nursery foyer for more information regarding staffing and their qualifications.

### Baby Room

Charlotte Sansby *Maternity Cover Room Leader and SENCo*

Rebecca Peacock *Room Leader and SENCo (Returning April 2024)*

Angela Grant *Nursery Nurse*

Poppy Adam *Nursery Nurse*

Jayde Harradine *Nursery Nurse*

Kirsten Bartoszek *Nursery Assistant*

### Toddler Room

Shelly Lenton *Room Leader*

Laura Sheehan *Nursery Nurse*

Zarka Razaq *Nursery Nurse*

Sophie Mulbregt *Nursery Nurse*

Cecilia Da Silva *Nursery Nurse (maternity leave)*

Jeanette Mason *Nursery Assistant*

### Preschool Room

Diana Wheldon *Room Leader (Returning January 2024)*

Kaye Perry *Nursery Nurse and SENCo*

Lucy Storey *Nursery Nurse*

Sophie Green *Nursery Nurse*

Jayde Harradine *Nursery Nurse*

Jasmine Huckle *Nursery Assistant*

### All Rooms

Paige Collins *Nursery Assistant*

Katy Walker *Nursery Assistant*

Jessica Bird *Nursery Assistant*

Furnaz Gulistan *Nursery Assistant*

## Admissions

The College Nursery takes great care to treat each individual as a person in their own right, with equal rights and responsibilities to any other individual, whether they are an adult or child. The Nursery is committed to providing equality of opportunity and anti-discriminatory practice for all children and families according to their individual needs. Discrimination on the grounds of gender, age, race, sexuality, religion/belief, marital status, ethnic or national origin, or political belief, has no place within The College Nursery.

- Availability of spaces taking into consideration the age of the child. We prioritise childcare spaces for children from 12 weeks of age up until the September after their fourth birthday.
- When the application is received, extra weight is given to those who have been on the waiting list the longest.
- The Nursery's ability to provide for the unique needs of the child.
- A child requiring a full-time place may have preference over one requiring a part-time place. This is dependent upon occupancy, room availability and what the business needs are at that time.
- Extenuating circumstances affecting the child's welfare or the welfare of his/her family.

## What You Need to Bring

The Room Leader of your child's room will give you information specific to their room. However, we ask for all children to bring the following, in a fabric bag:

- Nappies.
- Wipes.
- Unopened Nappy Cream - Practitioners will request you complete a form for this.
- A couple of sets of spare clothes; socks, pants, trousers, tops.
- Appropriate clothing for the weather; wellington boots, coats, winter/sun hats, gloves, scarves and outdoor shoes for children in the Baby Room.
- Sun cream – replaced yearly please.



## Snacks and Meals

Lunch and tea are prepared on site at the Peterborough College kitchens by our Nursery Chef and a menu will be provided at the start of each term and is displayed on information boards within the Nursery.

- Parents are welcome to send a healthy packed lunch into the Nursery if they choose to, we will provide families with information on our Lunch Box Policy.
- Adults eat with the children to model good practice.
- Children are provided with a 1/3 pint of milk a day and we offer Oat milk as a consistent alternative.
- We will help children to learn about a range of food, cultural approaches to mealtimes and eating, and to respect the differences among them.
- The Nursery encourages parental involvement in the development of our Nursery menu and welcomes new ideas.

## Staff Members and Working Together

Everyone working at The College Nursery has had an enhanced disclosure DBS certificate before they commence employment and complete an annual declaration. Staff are recruited within an Equal Opportunities and Safer Recruitment framework.

We regularly accept students to complete their practical work experience/placement, students are not counted in the ratio or left unsupervised with the children. All students obtain a DBS check prior to placement and a thorough induction/mentor programme is used.

There are 2 members of staff on duty at any one time and a senior on site at all times. More information about the staff and their qualifications can be found in the entrance foyer.

You will also have received information from the room your child is in when they start at the nursery and updates via newsletters when there are changes to staffing.

All staff at the Nursery are performance managed through yearly reviews and more frequent supervisions. All staff members regularly update their training, such as mandatory training, including First Aid, Health and Safety, as well as Safeguarding. This training is provided both in-house and by the Local Authority which is cascaded through team meetings.

As a staff team we implement regular continuous professional development training courses and opportunities and encourage our team to access these.

We work with outside agencies including the Local Authority, Children's Centres, Speech and Language Therapists to promote positive outcomes for children. Each child is allocated a Key Person and a buddy when they start.

They help the child and family to settle in to the setting and feel secure, they will add to your child's online Learning Journal and share their progress with you, they plan activities for the unique needs of each child in their group and discuss ideas with you on how they can support your child's progress and work with you as a team.

At The College Nursery we see parents and carers as the most important educators in your child's life. We like to work in partnership with you in providing care and education for your child.

There are many ways in we can work in partnership:

- Exchanging knowledge with staff about your child, verbally or via Tapestry.
- Informal discussion and planned Parent Consultation meetings - please talk with your child's Key Person who will arrange a meeting at a mutually convenient time.
- Helping at events and outings.
- We have a range of home learning resources such as books and other resources, such as targeted toys which provide focused activities for us to work together on.
- Breakfast mornings and afternoon teas, which we encourage parents to join us.
- Please share your ideas on what we can do to help us to work together.

With your consent we will work in partnership with any other setting your child attends including, sessional daycare and childminders etc.

## Aims

**Our welfare and education aims are to provide a happy, caring atmosphere within a stimulating, safe and secure environment which will enhance the development and education of the children.**

Whilst working within a framework which ensures equality of opportunity for all.

We work within the Early Years Foundation Stage statutory framework (EYFS) through which we ensure that we comply with learning, development and welfare requirements.



## Curriculum Statement of Intent

**Intent – What are we trying to achieve here with, and through, the curriculum?**

At The College Nursery we are intended to achieve independence, choice, collaboration and personal discovery in all areas of learning. We want our children to see the wonder of the world. To be adventurers investigators, as well as supporting them to be confident and caring members of our community.

**Implementation – So, how are we going to deliver this?**

At The College Nursery we use the Early Years Foundation Stage Curriculum (EYFS) to support children's learning and explorations, we believe that the EYFS provides a solid foundation for children to become lifelong learners. Engagement and interaction from parents and carers supports practitioners in creating knowledgeable starting points for all children, as well as promoting and developing positive and secure relationships. This is embellished and deepened further throughout each activity, each adventure, each new experience - but at the heart of this is children being exposed to many quality experiences with a large element of choice and need for independent thinking. To enable our intent to be embedded within our daily practice we ensure our staffing team is supported and encouraged to further their own learning and development.

**Impact – What difference is our curriculum and learning and development plan making to our children?**

The impact of our curriculum delivery is measured in a number of ways, such as ongoing observations and assessment of the children within our care. These help us monitor progress of each individual child as well as supporting us to evaluate the quality of the learning provision we are offering. We constantly assess what we offer including, resources, layout of rooms, levels of engagement, staff interactions, and quality of teaching in all areas.

By doing so, this helps us to ensure we are meeting the needs of all of the children. We also measure our impact by seeing how well our pre-school children are prepared for transition to school. We observe the values, skills and attitudes that have been embedded during their time with us, and the attributes that will continue to support them, as they continue along their lifelong learning journey.

Ongoing development of the Nursery – Every day self evaluation of the Nursery enables us to highlight our strengths and what we do well, but also identify areas for further improvement. This is implemented through staff meetings, supervisions and staff observations.

A parents guide: [What to expect in the Early Years Foundation Stage: a guide for parents](#)

The Early Years Foundation Stage Curriculum: [Development Matters](#)



## Tapestry

At The College Nursery we use Tapestry, which is an online learning journal to capture your child's Early Years learning and experiences. Tapestry being online, means you will have secure access, via a website which you login to using your email address and a password, to your child's Learning Journal. In addition to viewing our contributions, we ask and encourage you to add to it by uploading photos and comments, or commenting on observations made by us. Therefore, all children attending The College Nursery will have a personal online Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage Curriculum to build up a record of your child's experiences during their time with us.

Each child will have their own secure Tapestry account, which, once you have provided us with an email address, we will be able to set up for you with an account. If you do not have access to email your child is still able to have an online Learning Journey which you can access through the use of Nursery computer equipment at a mutually convenient time. It is also possible to provide print outs of the Learning Journeys, as well as have it put onto a USB stick if you so wish.

Internet safety is extremely important to us, therefore as well as providing us with an email address, we also ask you to sign the agreement to show that you understand and will agree with our guidelines.

With the email address provided we will set up an account enabling you to access your child's learning journey via the secure Tapestry website. Please note each parent only has access to their own child's Learning Journey.

If you have any questions or queries about the online Learning Journey scheme, please do not hesitate to ask your child's Key Person, a Room Leader or a member of Nursery Management.

We asked you to agree to:

- Not publishing any of your child's observations, photographs or videos on any social media site, there may be pictures of other children that their parents do not want sharing.
- Keep the login details within your trusted family – we will send login details to the email address on the account.
- Accept that your child's photograph may appear on their friend's learning journal account and you may see pictures of my child's friends on my child's personal account.
- Inform the nursery if you do not want your child's learning journal to be transferred to a new setting if applicable – several settings use the same system as The College Nursery, your child's learning journal can be transferred to another setting to enable them to get to know your child and their interests whilst continuing with the journal for you.

The email address which is referred to in the parent/guardian information section is necessary to link with your child's Online Learning Journal and to send you relevant information if you choose to do so online.



## Policies and Procedures Extracts

The following policies are available in the Nursery foyer, near the parent/guardian information board and an individual copy is available on request.

### Behaviour Management

Key points:

- The children are aware of the age and stage appropriate goals and boundaries which promote their rights and responsibilities.
- Concerns will be discussed with parents/guardians to ensure a consistent approach can be

agreed to promote a sense of emotional security for the child.

- The named person responsible for behaviour in the setting is Charlotte Sansby.

### Illnesses and Exclusion

Key points:

- We pride ourselves on ensuring the majority of our team are provided with Paediatric First Aid, as well as First Aid at Work.
- If a child appears unwell you will be asked to collect them from the Nursery. If necessary the College Nurse and/or an ambulance may be called.
- If a child is suspected to have a communicable disease they will be excluded from the Nursery, please see exclusion chart for more information.
- Children with vomiting and/or diarrhoea will be excluded from the nursery for 48 hours from their last episode.
- A brief current up to date exclusions list is included in this pack.
- If your child is unwell please refrain from bringing them into Nursery until they are better. This will help the Nursery to remain a healthy environment and to stop the spread of infection to other children, their families and the staffing team.

## Medication

Key points:

- It is important that parents/guardians inform the setting if their child has been given medication at home, within the 24 hour period prior to them attending the setting. This information may be important in the case of a sudden rise in temperature or a medical emergency.
- The Nursery will only administer medication when:
  - The child appears well enough to attend nursery.
  - It has been prescribed by a doctor.
  - The staff are competent to administer the medication and have a full and in date First Aid certificate.
- It is in its original container, clearly labelled with the prescription label, containing the following information: child's name, dosage and any storage or administration instructions.
- A consent form is fully completed by the parent/guardian prior to leaving the child.
- Children may not be in Nursery within 48 hours of starting a course of antibiotics.
- We ask that families do not bring their child to Nursery if they have had paracetamol or ibuprofen within the 4 hour period prior to attending Nursery.



## Exclusion Chart as defined by Health Protection Agency

This will be changed to reflect changing guidelines.

Illness	Exclusion Period
Diarrhoea and/or vomiting.	48 Hours from last episode.
E.Coli	Exclusion is important for some children (especially important for young children)
Flu (influenza)	Until recovered and well enough for Nursery.
Whooping Cough	Two days from starting antibiotic treatment, or 21 days from onset of symptoms if no antibiotics.
Chicken Pox	5 days from onset of rash (Note: all spots must be scabbed over before child can return).
Cold Sores	None.
Impetigo	Until lesions are crusted /healed or 48 hours after starting antibiotic treatment.
Measles	Four days from onset of rash and recovered.
Ringworm	Until treatment commenced
Hand Foot and Mouth	None - as long as the child does not have a fever and is well enough to be at Nursery.
German Measles (rubella)	Five days from onset of rash.
Glandular Fever	None, as long as the child does not have a fever and is well enough to be at Nursery.
Scabies	Child can return after the first treatment.
Scarlett Fever	Exclude until 48hrs of appropriate antibiotic treatment completed.
Slapped Cheek	None, once rash has appeared.
Conjunctivitis	We ask for families to administer the first dose of eye drops prior to returning.
Head lice	None, however please treat the child's hair before returning to nursery.
Tonsillitis	Until recovered and well enough for nursery. If needing antibiotics: 48 hours from first dose.
Coronavirus (COVID)	Adults: 3 days Children, under 18 years of age: 5 days Both children and adults should remain away from Nursery until they no longer have a fever.

The above information is extracted from the Health Protection Agency in Education and Childcare Settings Exclusion Table.

- In accordance with our Policies and Procedures, children with Asthma must supply the Nursery with a spare inhaler and spacer. If an Inhaler has not been provided to store at the setting, parents must bring one in daily. Failure to supply an inhaler may result in non admission. The inhaler must be in the original packaging with prescription labels.
- Children with Asthma and other long term health conditions also need to complete a health care plan.
- Medication forms and care plans will need to be completed with a member of staff prior to your child being left at Nursery. If a Risk Assessment is required, this will be completed jointly between a member of management and assisted by the Health and Safety team at Peterborough College.
- If individual specialist medical training is required to care for your child, staff will need to complete this prior to your child's start date to ensure safety.
- We ask that parents and carers keep their child's information as up to date as possible, to enable us to offer the best possible care for your child.

#### **Non-collection of children**

Key points:

- The parent/guardian will be contacted and other contacts on the contact list.
- In the event of no contact being made after one hour has

lapsed, the Manager will ring the Children's Social Services Emergency Duty Team 01733 234724 and Ofsted 0300 1231231 to advise them of the situation when the Nursery is closed.

#### **Safeguarding policy and procedure**

Key points:

- Designated Safeguarding Lead: Brogan Rainey
- Our prime responsibility is the welfare and wellbeing of all children in our care. We have a duty to the children, parents/guardians and staff to act quickly and responsibly to any concern that may come to our attention.
- When it is deemed appropriate all concerns will be discussed with parents/guardians in the first instance.
- The Nursery has a duty to report any suspicions around abuse to the local safeguarding team.
- All staff will work as part of a multi agency team where needed in the best interests of the child.

#### **Special Educational Needs and Disability**

Key points:

- The College Nursery has regard for the Special Educational Needs and Disability Code of Practice: 0-25 years (statutory guidance for organisations who work and support children and young people with special educational needs and disabilities), on the early

identification and assessment of children who have special educational needs and/or disability.

- We are committed to making the setting inclusive and accessible to all children and to make sure that children are able to reach their full potential.
- Regular liaison is maintained with parents/guardians and other professionals.
- Where a member of staff has concerns about the development of a child in one or more areas, this will be discussed with the child's parents/guardians in partnership with the SENCo in order to decide on the best way to meet the child's current needs.
- If appropriate, an individual support plan may be set up for the child, which will be reviewed on a regular basis.
- We actively work with other professionals where children are supported by outside agencies.
- We do not contact other professionals about a child without parental consent unless there are immediate safeguarding concerns about the child.

Our named SENCo's are: Brogan Rainey, Rebecca Marriott, Kaye Perry and Charlotte Sansby. Who all have additional SENCo qualifications and work in collaboration with each other and the team.

The SENCo is responsible for:

- Ensuring all practitioners in the setting understand their responsibilities to children with SEND and the settings approach to identifying and meeting SEND.
- Advising and supporting colleagues.
- Ensuring parents/guardians are closely involved throughout and that their insights inform action taken by the setting.
- Liaising with professionals or agencies beyond the setting.





## Complaints and Compliments

At The College Nursery we believe that parents/carers are entitled to expect courtesy and prompt, careful attention to their individual needs and wishes.

Complaints will be dealt with professionally and promptly to ensure that any issues arising from these complaints are handled effectively and to ensure the welfare of all children.

We welcome any suggestions from parents/carers on how we can improve our services, and have a confidential 'Parents Suggestion Box' in the Nursery foyer for this purpose. We issue yearly parent/carer questionnaires.

We will give prompt and serious attention to any concerns that parents/carers may have by following the complaints procedure as outlined below:

### Stage 1

If there is cause for complaint or any queries regarding the care or education of a child then in the first instance the parent/carer should take it up with the child's Key Person or Room Leader.

### Stage 2

If the issue remains unresolved and there is not a satisfactory outcome, then the Nursery Manager should be contacted. These concerns may be presented in writing or verbally to the Nursery Manager.

The Nursery Manager will then discuss the complaint with the parent, investigate the complaint and report back to the parent. This will be fully documented on a complaints log completed and will detail the nature of the complaint and any actions arising from it. (Most complaints will be resolved informally at stage 1 or 2.)

### Stage 3

If the matter is still not resolved the complaint should be referred to Angela O'Reilly who is the Vice Principal for Curriculum and Quality at Peterborough College: 01733 762245.

### Stage 4

If the matter cannot be resolved to their satisfaction, then parents have the right to raise the matter with Ofsted. Ofsted can be contacted via the following ways:  
Email: [enquiries@ofsted.gov.uk](mailto:enquiries@ofsted.gov.uk)  
Telephone: 0300 123 1231.

If the complaint is against the Nursery Manager then it should be reported to the Vice Principal, Angela O'Reilly. A record of complaints will be kept in the Complaints log which is stored in the Nursery office. These will be accessible only to the parties involved and will be stored as confidential files.

In case of a complaint relating to safeguarding children the safeguarding policy will be followed.

## Terms and Conditions

### Opening Times

Public space: The Nursery is open Monday to Friday 8.00am - 6.00pm all year, except, public holidays and any days the main College is closed. You will be informed of these dates through the newsletter and notices in the Nursery.

Student space: The Nursery is open 8.30pm - 5.30pm term time only - for those students whose care is funded.

### Collecting Your Child

Please ensure you arrive 10 – 15 minutes before the end of your child's session to ensure you can be informed of your child's day with a member of staff.

### Fees

Fees will be reviewed on an annual basis and will not increase or decrease without 4 weeks' notice. Please note, we are expecting to increase our fees this coming academic year, however we will ensure we give our families as much notice as possible.

Invoices will be issued at the beginning of the month; once they are issued, they are due. It is expected they will be paid no later than the last day of the month issued. If you feel the invoice is inaccurate, please contact the Finance Department as soon as possible; Contact details can be found on the invoice.

Payment is still required if your child is unable to attend Nursery due to illness or holidays, including

## Nursery Fees

As of August 2023

### UNDER 2'S

Full Day £48

Morning Session £28

Afternoon Session £28

Full Week £225

### 2 - 5 YEARS

Full Day £47

Morning Session £27

Afternoon Session £27

Full Week £220

*Including meals and snacks*



additional one-off sessions booked as a temporary contract variation; this includes when the Nursery has excluded a child due to illness. Please inform the Nursery as early as possible if your child is unable to attend the Nursery for any reason. The College Nursery will aim to contact parents when children are absent.



You are welcome to pay using childcare vouchers. We also accept the Early Years Entitlement for children 2, 3 and 4 years old.

Non-payment of fees after 30 days and no contact with finance: Where there is no resolution the child's/ children's place may be withdrawn and your account is at risk of being referred to the debt collection agency.

Please note, if you are claiming Early Years Entitlement, the nursery is required to inform the local authority if your child is absent for more than one week and they may lose their funding.

4 weeks notice is required if child's space is no longer required or you intend to reduce your child's sessions.

### Late collection penalties

In order to retain the correct staff ratios, it is important that you ensure your child is collected on time. We also request that children are collected 15 minutes before the end of the session to ensure that effective feedback on the child's day can be given.

If due to unforeseen circumstances you feel you may be late, please contact the Nursery. If you are late collecting you may be charged £5 per 10 minutes late or part thereof, if you are more than 20 minutes late you may be charged for the full session. Unfortunately, if you are consistently late collecting, your child's place may be withdrawn, with 4 weeks notice.

We want to work in partnership with all our parents/guardians and would like to avoid issuing late fees so please do not hesitate to speak to the manager if you need to change your child's sessions. Please do not hesitate to talk with a member of Management if you have any questions.



## General Data Protection Regulation (GDPR)

By May 2018 The Data Protection Act (DPA) of 1998 will be superseded by General Data Protection Regulation (GDPP).

We are taking the opportunity to explain:

- What information is collected from you
- Why we collect it
- What is shared
- Why it is shared
- Who it is shared with
- Security measures in place

Peterborough College is the Data Controller in respect of the data we collect. Data will not be disclosed to third parties without your informed consent, with the exception of safeguarding concerns, where appropriate we will have discussed any concerns with you prior to making a referral.

### The information we collect:

*Parent and Provider Agreement (P&PA) (Provided by the local authority for children in receipt of 2, 3, 4 year old entitlement).*

Why we collect it – on behalf of the local authority. The information that you provide is stored on the Local Authority database to provide the minimum data requirements to run the scheme. The information may also be shared and used by the Local Authority for further consultation or in the planning of early years,

childcare, education and healthcare provision.

What is shared – all the information is added to a spreadsheet sent out termly by the local authority.

Why it is shared – to enable your child's eligibility for funding to be checked.

Who is it shared with – the local authority.

Security – the spreadsheet is password protected, paper copies are kept in the nursery office and archived in the College basement.

### What information is collected:

To enable us to verify your child's eligibility for funding we ask for:

- Your child's unique funding code
- Their legal name
- Date of birth (which is checked)
- Their address including postcode
- Gender
- Home language
- Ethnicity
- If your child is in receipt of Disability Living Allowance
- We ask for the parent's name
- National Insurance number / asylum seeker reference
- Benefits that you are in receipt of
- If your child attends another setting

### The admission form:

Why we collect it and why we share it – to enable us to provide the best service for your child and family.

What is shared – the information is shared with the practitioners in the setting.

Who it is shared with – all the staff who will be looking after your child. Only the Nursery staff are able to access the registers and one data analyst at the College who builds and maintains the register.

Security measures in place – The information will be transferred to an electronic register, the paper copy will be kept in the office. When your child has left, the paper copy will be shredded.



### What information is collected from you:

- We ask if you are a student – this enables us to contact you quickly if we need to when you are in lessons if we are unable to contact you by telephone.
- Child's details.
- Legal name – Name the child is known as if different – Children don't always use the name they are registered with at birth.
- D.O.B – to know how old they are and plan transitions within the nursery.
- We record how we have checked the date of birth, by whom and when. We have to provide this to the Local Authority when your child receives funding.
- To promote a sense of identity and belonging we ask about your child's ethnic origin, religion and what you and your family celebrate.
- The children in the setting speak a variety of languages, we ask your child's first language and other languages your child hears/speaks. This enables the practitioners to assess their language development and also reflect their home language within the setting.
- Home address and home telephone number – is shared with the finance team to enable them to send invoices out. The manager, the deputy and the finance department have access to the finance spreadsheets.

- Home address and contact telephone numbers – is on the register and all staff can access it.
- Who has parental responsibility – this is recorded on the register, all staff have access to this. Only parents with parental responsibility can give parental consent e.g. if your child requires medication.
- Who the child lives with – The child's key person has access to this information to build a picture of the child.

### Parent/Guardian Details

- Parent/Guardian 1 and 2 and any other person with legal contact for the child's contact details – this is stored on the register so the team know your names and can contact you if necessary, for example: if your child is unwell.
- Languages spoken and level of English - To enable us to communicate effectively with all parents/ guardians accordingly.
- Email address - You are also asked how you would prefer to receive information. If you choose group emails we will email information out to you.
- For parent/guardian 1: Some children may be eligible for additional funding: 2 year old funding, Early Years Pupil Premium and 30 hours funding. If your child is eligible and you are happy for us to claim the additional funding on your behalf we ask you to provide your date of birth and National insurance number or NASS reference, which we will need to use to check eligibility with relevant agencies.

- Parent/Guardian 2 and any other person with legal contact: We ask if they require newsletters sending to them.

### Emergency Contact Details:

If we are unable to contact you in an emergency we will try emergency contacts.

- Emergency contact name
- Relationship to the child
- Home telephone number
- Mobile number
- Place of work
- Work contact number
- If they can collect your child (we ask a security question and answer and/or password – you will give this to someone who is collecting other than yourself).

### Health Information

- Name, address and contact details of child's doctor – in an emergency if we were unable to contact you or had to call an ambulance before you arrived we would provide this information to the ambulance.
- Child's health visitor – with your consent we may liaise with them to carry out an integrated review.
- Completion of a 2 year check – all 2 year olds should have a 2 year old check either done by a health visitor or in a nursery.
- If their immunisations are up to date and when they last saw a dentist – some parents may not be aware of the options and it may be an area that we can advise on.

- Any health conditions – to ensure that the nursery is meeting all of their medical requirements, a health care plan/risk assessment can be completed – all staff in the room will be made aware of this information and where any medication/inhalers etc. are kept and how they are used.
- Birth marks and/or scars – young children are still negotiating their coordination and balance, therefore we ask about birth marks and scars so that we are not completing accident forms for birthmarks and scars.
- We ask about dietary requirements and any exception to these – the children are too young to tell us about dietary requirements, therefore we aim to work in partnership with parents. We ask about exceptions, for example: some children who are vegetarian eat fish and others don't. All practitioners in the room are aware of these as they may be supporting at meal times.
- Food allergies/intolerances – to ensure children's welfare all practitioners need to be aware of all food allergies and intolerances.
- Contact details of any professionals involved with the child – with your consent we will work in partnership with other professionals that are already working with your child.
- Plasters – if your child needs a plaster we ask consent to be aware of allergies.
- We ask if you access a children's centre, which one and if you would like information – children's centres provide many activities and sessions that families can attend as well as support with parenting skills. We don't share your details with them, we share their details with you.
- We ask if your child attends another childcare setting now or previously and their contact details. This enables us to work with them, with your consent to share relevant information regarding your child's learning, development and experiences with others who are involved in their care in order to help us compile a comprehensive picture of your child.
- We ask how you would prefer for us to keep in touch with you, group emails or paper updates.

#### **Students Only**

- Course attending, tutor, start date, end date, College contact number – to enable us to contact you in an emergency.
- Placement details - to enable us to contact you in an emergency.

#### **The College Nursery Permissions**

- To enable children to access a full range of activities inside and outside the nursery, we ask for permission for the children to participate in supervised outings that are away from the nursery premises, including at the main College.
- To safeguard children's skin we ask consent to apply face paints, their own sun cream and nursery sun cream, if they don't have any.

- We ask permission for observations to be carried out for the children's development records by the nursery staff and students on placements.
- We have many opportunities for the staff to take pictures of the children and their peers interacting together and ask if you are happy for us to display them within the nursery, the College, the nursery website, the College website, promotional advertising i.e. ET.

#### **Emergency Medical Treatment**

- In the case of a medical emergency parents will be contacted, depending of the severity of the situation, the College nurse may be called and/or an ambulance.
- We ask if there are any medical procedures prohibited by family religion or belief which we pass on to the emergency services.



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**Have questions?  
We are here to help.**



**The College  
Nursery**

[www.peterborough.ac.uk](http://www.peterborough.ac.uk)  
01733 762180  
[nursery.pbo@ieg.ac.uk](mailto:nursery.pbo@ieg.ac.uk)

Ofsted Registration Number 256808



**Peterborough  
College**

[www.peterborough.ac.uk](http://www.peterborough.ac.uk)  
01733 863068  
[enquiries@peterborough.ac.uk](mailto:enquiries@peterborough.ac.uk)



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