

PROSPECTUS

2024-2025



Memorial Hall
Dittons Road
Stone Cross
Pevensey
East Sussex
BN24 5EL
07925519363

Nursery Unit
Stone Cross School
Adur Drive
Stone Cross
East Sussex
BN24 5EF
01323 740149

OFSTED ref 507910

OFSTED ref 109525

Registered Charity Number 1030338

www.stonecrosspreschool.org

Welcome to Stone Cross Independent Pre-School

This prospectus is designed to give helpful information about our pre-school. Stone Cross Independent Pre-School is a friendly, caring pre-school committed to providing the best possible early learning environment for your child.

After reading this prospectus, we hope you will have a better understanding of how our pre-school works to ensure your child receives an early, enjoyable and rewarding start to their education.

If you would like to know more about us, you are welcome to make an appointment to visit and see the pre-school during a session.

Best Wishes

Stone Cross Independent Pre-School Staff and Management Committee

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Stone Cross Independent Pre-School have charitable status and has been operating since 1952 from the local Memorial Hall. In 1999, the pre-school expanded to include a purpose built nursery unit within the premises of the local primary school. Pre-school is open to children aged two to five years of age. The Memorial Hall premises include use of the main hall, a second smaller room, kitchen and small enclosed garden area. The Nursery Unit is a purpose built premises attached to the main primary school building, with an enclosed playground area.

ORGANISATION

The Memorial Hall premises are open Monday, Wednesday and Friday mornings, 9.15am to 12.15pm and Tuesday and Thursday 8.45am to 11.45am or 2.45pm for children age 2 to 3 years. There is a maximum of 30 children per session.

The Nursery Unit premises are open Monday to Friday mornings, 9.00am to 12.00pm and Monday to Friday afternoons, 12.00pm to 3.00pm for children aged 3 to 5 years. There is a maximum of 25 children per session. Morning and afternoon sessions can run consecutively. We are pleased to be able to offer an extra hour before school hours which are chargeable. We also offer a lunch club which gives an extra hour after the morning session times.

Children generally start at the Memorial Hall and then may have the opportunity to move to the Nursery Unit, the pre-school adheres to an Admissions Policy, a copy is available upon request. However, some Parents/Carers may choose to send their child to pre-school for one year only, usually the year before starting at mainstream school, these children would attend the Nursery Unit premises.

Stone Cross Independent Pre-School offers a well-planned and organised curriculum that provides all children with a rich and stimulating environment in which to develop in all areas covered by the Early Years Foundation Stage (EYFS) Framework. We recognise that all children are individuals and will encourage each child to reach their full potential.

STAFF

We are proud of the high ratio of adults to children in our group. The majority of our staff are fully or part qualified and all staff participate in a range of on-going training activities, ensuring we keep abreast of any new thinking in the field of child education and care. A list of our staff is included at the back of this prospectus.

PRE-SCHOOL COMMITTEE

Stone Cross Independent Pre-School is run by a parent elected voluntary management committee, which ensures that major decision-making is in the hands of parents who use the group. The committee hold regular meetings and all parents/carers are encouraged to be involved. The committee is legally responsible for the running of pre-school, reviewing both policy and practice and for the employment and appraisal of members of staff and its on-going development. The day-to-day running of the pre-school is delegated to the pre-school supervisors.

The committee Annual General Meeting is held each January when a new committee is elected for the following year. A 10% representation of parents/carers using pre-school must attend for the A.G.M to be valid. Your support in attending the A.G.M is greatly appreciated, as without a committee pre-school cannot run. We see pre-school as a social group for both children and parents/carers alike. We constantly need support for fund raising and other events. These are a major source of income for the pre-school, allowing us to buy new toys, books and equipment. Anyone wishing to join the committee may do so by seeing any of the existing committee members or a member of staff.

OUR AIMS

To work within a framework this ensures equal opportunities for all children and families.

- To ensure that each child is happy to leave his/her parent/carer and is confident to mix with both adults and children.
- To offer each child the opportunity to develop independence.
- To encourage all children to listen attentively and develop an inquisitive nature.
- To enhance the development of the EYFS Framework through;

Prime Areas of Learning

- Communication and language
- Physical development
- Personal, social and emotional development

Specific Areas of Learning

- Literacy
- Mathematics
- Understanding the world
- Expressive arts and design.

We offer a wide range of activities and equipment. We arrange regular outings to places such as the theatre, park, beach/seaside, farms and zoo, and have many visitors to the group including fire officers, police officers, ambulance workers, dental health representatives, parent visitors and road safety officers.

ADMISSIONS

We admit children between the ages of two and five years old. We feel that it is more beneficial for children to attend the pre-school for a minimum of two sessions per week.

If a child's proposed start date cannot be met for any reason, then their sessions will be held for four weeks at a charge of current session rates. Thereafter, the place will be released and the child will be put back on the waiting list.

Children's names will be held on the waiting list in order of date of registration.

A child's name on the waiting list does not guarantee a place at the pre-school; it is all very dependent on numbers.

Sessions requested cannot be guaranteed. Again this is dependent on numbers.

The pre-school adheres to a Supporting Personal Development Policy. A copy is available upon request.

We have been asked to point out that attendance at Stone Cross Independent Pre-School will not affect a child's eligibility or likely eligibility of attending Stone Cross Primary School. All admissions to Stone Cross Primary School are dealt with by East Sussex County Council's Admissions Department in accordance with their current selection criteria.

UNIFORM

The pre-school uniform is a navy blue sweatshirt and / or t-shirt with the pre-school logo. We also have book bags for daily communications between home and pre-school.

The pre-school uniform is now mandatory. We do encourage as many children as possible to wear pre-school uniform as it helps promote a sense of belonging and helps present the pre-school as a united group.

Please ensure all items of clothing are clearly labelled with your child's name.

Uniform is available all year round for purchase from the pre-school Administrator.

FEES

Currently the fees are £18.00 per child, per session. In addition we ask for a £50 Holding Deposit to secure your place. The deposit is refundable when your child is due to leave pre-school at the end of the school year or subject to the correct notice period being given and/or fees being paid up to date. The deposit is non-refundable if your child does not start at pre-school. Fees are subject to interim reviews throughout the year.

All fees are payable **IN ADVANCE**. These can be paid by direct bank transfer, online banking, mobile banking, standing order or childcare vouchers. **PLEASE NOTE** that we no longer accept cheques. Our bank details will be provided on your invoice.

Fees may be paid for the term, monthly or on a weekly basis **IN ADVANCE**. Invoices will be issued monthly by email and are payable by the first working day of each month for the month ahead. If monies received are by cheque and this is 'bounced' by the bank then any fees incurred for this will be passed onto the next invoice.

Unfortunately if payment is not received by the first working day of the month then your child's pre-school place may be withdrawn and no guarantee can be given that the place will be available for the future. Any outstanding debt will affect future siblings being refused admission to our pre-school.

We like to encourage Parents/Carers to get touch if they unfortunately do find themselves in financial difficulty. Every effort will also be made by the Committee, Administrator and the Supervisors to communicate/negotiate with Parents/Carers. The pre-school adheres to a Non-Payment Policy. A copy is available upon request.

Please be aware that persistent late collection may result in the loss of your child's place.

Children not collected on time at the end of their session will carry an additional fee of £5 for every 15 minutes they remain in the pre-school after their collection time.

We advise Parents/Carers to retain all invoices as an admin fee of £20 will be charged for any duplicates required.

EARLY YEARS FUNDING

We offer early learning places for funded 2 year olds. For eligibility and application please visit East Sussex County Council website at the following link: <http://www.eastsussex.gov.uk/earlyyears/>

If eligible you will be given a 'voucher code' which will need to be forwarded to us. Please do not hesitate to contact us with any questions regarding this process.

We also accept Early Years Education Entitlement (EYEE) for both three and four year olds. We charge full session fees for sessions beyond EYEE. Details of which are available on request.

The 30 hour extended entitlement is available, further details are available at the following link: <https://www.childcarechoices.gov.uk/>

ATTENDANCE/ABSENTEEISM

If it is apparent that a child is not attending regularly they will forfeit their place and an invoice will be issued for any fees due.

Absenteeism, sickness and holidays taken during term time are still charged at full session fees to Parents/Carers. Charges for periods of long term sickness/hospitalisation will be reviewed by the committee.

All holidays must be notified in writing or email to the pre-school, giving a minimum of six weeks' notice.

If your child is unwell, please contact the pre-school on the first day of absence and keep us informed.

NOTICE OF WITHDRAWAL

If you wish to withdraw your child part way through a term or wish to reduce your sessions, we require six weeks' notice in writing, fee's will be payable for the notice period and an invoice will be raised. This is to cover the pre-schools committed expenditure which cannot be avoided. Please ensure notice is given to the Supervisor and/or the Administrator.

WATER BOTTLES

Following Ofsted recommendations, children are required to have access to water to drink throughout the session with milk and water being provided at snack time. As such we do request that you provide your child with **only water** in a plastic bottle with a sports cap, clearly labelled with your child's name, for use in pre-school during each session. Pre-school does however, provide milk at snack time and cups and jugs of water that children can access at all times.

DAILY SESSION STRUCTURE:

MEMORIAL HALL

A normal pre-school session consists of registration and free-play time, the children follow the Early Years Foundation Stage through:

- Art and craft activities
- Cooking
- Large physical play e.g. bikes, slide, trampolining
- Home corner activities
- Library time
- Outdoors play (weather permitting).
- Name recognition
- Cultural and Environmental activities
- Outings and Celebrations

NURSERY UNIT

These sessions are more structured. As well as registration and the usual free-play time, the children follow the Early Years Foundation Stage through

- Name recognition
- Discussion groups
- 'Show and tell' sessions
- Alphabet work e.g. linking sounds with letters
- P.E. sessions
- Home to school work books
- Outdoor play (weather permitting)
- Cultural and Environmental activities
- Outings and Celebrations
- Library time

KEY PERSONS

At pre-school, we operate a key person system. All children are assigned a member of staff at each site who will be their key person.

Key persons ensure that the needs of each child are recognised within the pre-school. They liaise with parents/carers and observe and monitor each child's progress.

It is important to recognise that key persons do NOT shadow their children during the session or liaise only with their key group of children.

Opportunities for parent consultations are provide for parents to meet with their child's key person and discuss progress. However, you are welcome to discuss your child's progress at any time, although, we do ask in order to minimise disruption to the daily running of the group, that you arrange a mutually agreeable time with your child's key person to discuss any queries and/or concerns you may have.

INDUCTION

INTRODUCTORY VISITS

Children offered a place at pre-school are invited with their parent/s to an introductory visit prior to their start date at pre-school. These visits are to help familiarise the children with their new surroundings and provide an opportunity for parent/s and key persons to meet and discuss any individual needs. All children are invited with their parent/carer for an introductory visit prior starting pre-school. For those children due to start at the beginning of the new school year in September, these visits will take place during the first two days of the new term.

HALL TO UNIT TRANSFER

Children currently attending the Memorial Hall site who have had their place confirmed at the Nursery Unit to start in September will have an additional visit to the Unit during the summer term.

BOOK BAGS

Each child is required to have a canvas book bag when they start pre-school, for the use of exchange and communication of information between pre-school and home. We do request that book bags are brought in on a regular basis and that parents/carers check inside for information/circulars. Pre-school book bags are available to purchase from the Administrator.

PARENTAL INVOLVEMENT

We welcome any support that Parents/Carers are able to give. Any parent/carer that have any skills which might be of use or of interest in a pre-school setting, please speak to a member of staff.

INFORMATION AND NOTICES

There are notice boards at each site, which are kept up to date with pre-school information. There are frequent newsletters for parents detailing up coming events and general information and notices. Letters for specific events are currently forwarded to parents using the children's book bags, pre-school is conscious of its environment and as such intends to change this to email and text communication as appropriate.

JEWELLERY

We do ask that children do not wear items of jewellery at pre-school. If you require your child to wear any item of jewellery for reasons of ethnicity or religion, please speak to the pre-school supervisor.

PHOTOGRAPHY

There are occasions, such as during staff training, for display purposes and as evidence of achievement for your child's educational record, photographs maybe taken. Any objections to photographs being taken must be clearly noted on your child's registration form when being completed.

PERSONAL DATA

Periodically, we are asked by other parents for a list of children's names for use such as party invitations and Christmas card lists. It is our policy to give a list of first names only. Objections to your child's name being used in this manner should be clearly noted on your child's registration form when being completed.

LOCAL OUTINGS, ACTIVITIES and TRIPS

In order to enhance the children's learning experience, there are times when pre-school chooses to take the children on short visits and outings within the local community area. Examples of this are visiting the local garden centre, posting letters at the post-box, recycling materials at the recycling centre and participating in a Road Safety programme.

Trips to the theatre, local farms and the local zoo are also regular events and parents are requested to attend. Notices of intent will be issued before the planned activity takes place. Objections to your child participating in local outside activities should be clearly noted on your child's registration form when being completed.

If you child does not attend a trip and the session has been closed for the trip e.g. a theatre visit, then a refund of session fees will be given when no alternative is available for the session.

EXTERNAL AGENCIES AND THIRD PARTIES

The pre-school takes great care and responsibility to monitor your child's achievements. If a key person has concerns over a child's progress they will endeavour to help your child by liaising with the pre-school supervisor, Special Needs Co-ordinator and relevant outside agencies or third parties such as Health Visitors, Occupational Therapists, Play Therapists and Early Years Development and Care Partnership Inclusion Officer.

PRE-SCHOOL POLICIES

A complete set of our policies is held at both pre-school sites and is available for parents/carers to read at any time. Our policies provide the essential framework to guide the management and work of the pre-school. Any

feedback or concerns regarding the running of the pre-school should be put in writing to the committee chairperson. These will then be dealt with in accordance with our complaints procedure.

OFSTED REPORTS

Copies of our most recent Ofsted Inspection Reports are available at each site. Please ask a member of staff if you would like a copy. Alternatively, Inspection Reports may be viewed via our website or Ofsted's website at www.reports.ofsted.gov.uk

SPECIAL NEEDS

We welcome any children with special needs. The pre-school has a nominated Special Education Needs Co-ordinator at each site. If you would like to discuss our ability to meet your own child's special needs, please talk to the pre-school supervisor. Our full Special Educational Needs Policy is available on request.

MEDICINES

In accordance with county policy and insurance cover, our staff do not normally administer medicines during a pre-school session. If it is essential for a child to have medicine during a session, please discuss with the pre-school supervisor.

EQUALITY

At pre-school, all children have the right to equal opportunities in all areas of pre-school life, regardless of race, gender, ethnicity, or religion. We aim to ensure that all children have equal access to the Early Learning Goals and extra activities. We have an Equality and Inclusion Policy, which is available upon request.

SAFEGUARDING CHILDREN

The pre-school follows the Local Education Authority's guidelines for child protection. The welfare of your child is very important; consequently we will follow up any matters, which are a cause for concern. In most cases we would discuss our concerns with you before taking any action. We have a Safeguarding Children and Child Protection Policy, which is available on request.

COMPLAINTS PROCEDURE

If you have a concern about anything at pre-school, please discuss it in the first instance with the pre-school supervisor. If you are still dissatisfied you can make a formal complaint to the committee chairperson or to the Local Early Years Development and Care Partnership or directly to our regulatory body Ofsted. A copy of the pre-school's Complaints Procedure is available on request.

STARTING AT PRE-SCHOOL

We appreciate that each child will settle into the pre-school at a different rate and will work with Parents / Carers to make the settling in process as smooth as possible.

In order to feel free to explore and experiment with all kinds of materials, including messy ones, it is best to send children in clothes that are easily washable or not too new. Please send a spare set of clothes for your child each session, as appropriate for dry / wet weather. These can be left on their coat peg in their gym bag. It is also good for children to practice the skills that make them independent. Simple clothing that they can handle themselves will enable them to go to the toilet when they want and to put on their outdoor clothes and

shoes, without being too dependent on other people's help. If your child requires support with their personal development skills, appropriate nappies and cleansing materials should be included.

PARKING

MEMORIAL HALL

The Memorial Hall has its own car park, together with additional parking at the rear of the building accessed via The Crossways. Please use both facilities as the Memorial Hall is situated at a busy cross road junction.

NURSERY UNIT

There is a large, public car park just beyond the main school gates. The school car park is for use by Stone Cross Primary School staff only and access is required at all times in case of emergency.

Please do not park in front of Stone Cross Primary School gates.

ARRIVING AT PRE-SCHOOL

MEMORIAL HALL

Please wait at the main entrance. The doors will be opened at 9.10am Monday/Wednesday/Friday and 8.45am Tuesday/Thursday where you will be able to come into the main hall until registration.

NURSERY UNIT

Please enter using the separate Nursery Unit entrance and not via the main school building. Parents/carers **MUST** stay with their children in the playground until 9.00am (unless booked into Breakfast Club). For afternoon sessions the door will be open from 12.00pm but we do ask that parents collecting their children from the morning session wait in the playground first. This will ensure the children can be collected safely and promptly, assisting us with a smooth change over for the afternoon sessions.

LUNCH

If your child is attending an afternoon session, please provide a packed lunch together with a drink of water or squash if you wish. (**No** fizzy drinks please). Please notify any member of staff if your child has an allergy to any foods. This will help us to ensure they avoid these foods which could be in another child's packed lunch.

AUTOMATED GATES - NURSERY UNIT - Please do not 'buzz' the main school office or the parish council office for entry to the premises. The pre-school has its own labelled buzzer to be used outside of session times in exceptional circumstances. The entry gate is operated on a timer switch that coincides with our dropping off and collection times.

COLLECTION OF CHILDREN - AN AUTHORISED ADULT (Over 18) MUST COLLECT ALL CHILDREN.

MEMORIAL HALL

Parents/carers must collect their child at 12.15pm for morning session and 2.45pm for afternoon sessions. If a child is not collected by 12.30pm or 3.00pm depending on your session times then emergency contact numbers will be telephoned.

NURSERY UNIT

Parents/carers must collect their child at 12.00pm for morning session and 3.00pm for afternoon sessions (unless booked into Lunch Club). If a child is not collected by 12.15pm or 3.15pm depending on your session times then emergency contact numbers will be telephoned.

THE FOLLOWING APPLIES TO BOTH PREMISES

As a last resort, if a child has not been collected, Social Services will be contacted and advice taken.

The pre-school supervisor must be informed at the start of the session if someone other than the parent/carer is collecting a child. Should you need to make alternative emergency collection arrangements, please ensure that you telephone the pre-school supervisor during the session. No child will be allowed to leave pre-school with an unauthorised person or any persons under the age of eighteen.

A copy of the pre-school's Non-Collection of Children Policy is available on request.

Please be aware that persistent late collection may result in the loss of your child's place. Children not collected on time at the end of their session will carry an additional fee of £5 for every 15 minutes they remain in the pre-school after their collection time.

CONTACT TELEPHONE NUMBERS:

MEMORIAL HALL	07925 519363
NURSERY UNIT	01323 740149
ADMISSIONS	07864 295888

Memorial Hall Emergency mobile telephone	07925 519363
Nursery Unit Emergency mobile telephone	07729 427974

Finally, we do hope that your child's time with us will be happy and fulfilling. If you would like to visit our pre-school please telephone to make an appointment. If your child is placed on the waiting list, the Admissions Secretary or Pre-school Supervisor will contact you once a place is available for your child.

STAFF MEMBERS

MEMORIAL HALL

SUPERVISOR	Sharon Gavigan
DEPUTY SUPERVISOR	Kerry Noble
PRE-SCHOOL ASSISTANTS	Caroline Scarbrow Jenna Williams Tracy Saunders Emel Ipek Emma Wallace
SPECIAL EDUCATION NEEDS CO ORDINATOR	Kerry Noble

NURSERY UNIT

SUPERVISOR	Sharon Britton
DEPUTY SUPERVISOR	Jackie Kitts
PRE-SCHOOL ASSISTANTS	Dawn Thomas-Kneale Claire Fox Rebecca Knowles
SPECIAL EDUCATION NEEDS CO ORDINATOR	Sharon Britton

FOR BOTH SITES

ADMINISTRATOR/TREASURER	Gaye Nethercot
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COMMITTEE MEMBERS

CHAIRPERSON	Gaye Nethercot
SECRETARY	Amie Beard
TREASURER	Kelly McQuillan
GENERAL MEMBERS	Louise Miller Tristan Lindsay Hayley Edwards



Stone Cross Independent Pre-School Privacy Notice

This privacy notice tells you what to expect us to do with your personal information.

- [Contact details](#)
- [What information we collect, use, and why](#)
- [Lawful bases and data protection rights](#)
- [Where we get personal information from](#)
- [How long we keep information](#)
- [Who we share information with](#)
- [How to complain](#)

Contact details:

Post - **Stone Cross Independent Pre School, Stone Cross Memorial Hall, Adur Drive, Stone Cross, PEVENSEY, East Sussex, BN24 5EF, GB**

Telephone - **01323740149** Email - admin@stonecrosspreschool.org

What information we collect, use, and why:

We collect or use the following information to *provide services and goods, including delivery and third party referrals:*

- Names and contact details
- Gender
- Addresses
- Date of birth
- Emergency contact details
- Next of kin details
- Photographs or video recordings
- Service use history
- Health information (including medical conditions, test results, allergies, medical requirements and medical history)
- Dietary information (including allergies and health conditions)
- Information about care needs (including disabilities, home conditions, dietary requirements and general care provisions)
- Information about work, home and living conditions
- Information about support requirements
- Information about lifestyle, interests or personal history
- Records of meetings and decisions
- Payment details (including card or bank information for transfers and direct debits)
- Information relating to compliments or complaints

We also collect or use the following information to *provide services and goods, including delivery and third party referrals:*

- Racial or ethnic origin
- Health information

We collect or use the following information to *receive donations or funding and organise fundraising activities:*

- Names and contact details
- Addresses
- Donation history

We collect or use the following personal information for *service updates or marketing purposes:*

- Names and contact details
- Addresses
- Recorded images, such as photos or videos
- Purchase history
- Donation history
- Records of consent, where appropriate

We collect or use the following personal information to *comply with legal requirements*:

- Name
- Contact information
- Identification documents
- Health and safety information

We collect or use the following personal information for *recruitment purposes*:

- Contact details (eg name, address, telephone number or personal email address)
- Date of birth
- National Insurance number
- Copies of passports or other photo ID
- Employment history (eg job application, employment references or secondary employment)
- Education history (eg qualifications)
- Right to work information
- Details of any criminal convictions (eg Disclosure Barring Service (DBS), Access NI or Disclosure Scotland checks)
- Security clearance details (eg basic checks and higher security clearance)

We also collect or use the following information for *recruitment purposes*:

- Racial or ethnic origin
- Health information

We collect or use the following personal information for *dealing with queries, complaints or claims*:

- Names and contact details
- Address
- Payment details
- Account information
- Purchase or service history
- Customer or client accounts and records
- Information relating to health and safety (including incident investigation details and reports and accident book records)
- Correspondence

Our lawful bases for the collection and use of your data:

Our lawful bases for collecting or using personal information to *provide services and goods, including delivery and third party referrals* are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information to *receive donations or funding and organise fundraising activities* are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information for *service updates or marketing purposes* are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Our lawful bases for collecting or using personal information to *comply with legal requirements* are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.

- Legal obligation - we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for *recruitment purposes* are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.
- Contract - we have to collect or use the information so we can enter into or carry out a contract with you. All of your data protection rights may apply except the right to object.
- Legal obligation - we have to collect or use your information so we can comply with the law. All of your data protection rights may apply, except the right to erasure, the right to object and the right to data portability.

Our lawful bases for collecting or using personal information for *dealing with queries, complaints or claims* are:

- Consent - we have permission from you after we gave you all the relevant information. All of your data protection rights may apply, except the right to object. To be clear, you do have the right to withdraw your consent at any time.

Where we get personal information from:

- Directly from you
- Regulatory authorities
- Family members or carers
- Other health and care providers
- Social services
- Charities or voluntary sector organisations
- Previous employers
- DBS Check

How long we keep information:

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records are maintained by us and handed to you when your child leaves.

In some instances (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements.

Employment records are kept for 6 years after employment ends.

Who we share information with:

Others we share personal information with

- Care providers
- Organisations we need to share information with for safeguarding reasons
- Legal bodies or authorities
- Relevant regulatory authorities
- External auditors or inspectors

How to complain:

If you have any concerns about our use of your personal data, you can make a complaint to us using the contact details at the top of this privacy notice.

If you remain unhappy with how we've used your data after raising a complaint with us, you can also complain to the ICO.

The ICO's address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF

Helpline number: 0303 123 1113 Website: <https://www.ico.org.uk/make-a-complaint>

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 are able to 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 in the local library. 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 Standards and Learning Effectiveness Service on 01323 463026 and ask for the Early Years Support and Intervention Officer for your area.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Sam Efde'.

Sam Efde, LADO Safeguarding Unit

Reviewed August 2022