



## Information and Records Policies

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## Privacy Notice - Data Protection Information about Children in Early Years Providers

We, Barrowby Pre-school, are a data controller for the purposes of Data Protection. We collect information from you and may receive information about you from your previous Early Years Provider or education provider, local authorities and the Department for Education (DfE).

A great deal of the information we collect is included in the Parent Declaration Form and Registration Form, completed on your child's admission into Barrowby Pre-school which, when signed, indicates that you understand how your families data will be processed. In addition, we collect information for 30 hours eligibility, 2 year old funding eligibility, on learning and development, on safeguarding and welfare & special educational needs and disabilities.

We hold this personal data and use it to:

- Support teaching and learning. In order to facilitate this, we may share information with the software supplier (listed at the end of this document) to set up the systems needed for children and parent/carers to access. When your child applies for a school place, information may be forwarded to your child's new school to aid transition into their next phase of education. If your child changes Early Years Provider or attends more than one provider, information may be shared between Early Years Providers.
- Monitor and report on learning and development.
- Provide appropriate pastoral care (Keeping Children Safe in Education 2016).
- Assess how well we, as an education provider, are doing.
- Co-operate with Lincolnshire County Council and external partners to improve the well-being of children, under the duty of the Children Act 2004. [Working Together to Safeguard Children \(2015\)](#)
- Share information with Lincolnshire County Council and external partners to support the duty to safeguard and promote the welfare of children, under the Children Act 1989, Section 17. [Working Together to Safeguard Children \(2015\)](#)
- Provide information via statutory census returns to the DfE and in turn this will be available for the use of Lincolnshire County Council to carry out its official functions, or a task in the public interest.
- Send Child level information to Lincolnshire County Council on a regular basis in accordance with our information sharing agreement to enable the local authority to meet its duty under Data Protection legislation to ensure that the data it holds is accurate and also to carry out its official functions, or a task, in the public interest.

**Your information will not be used for any other purpose or shared with any other organisation unless provided for by law or covered in this Privacy Notice.**

Barrowby Pre-school's member of staff responsible for data protection, who should be contacted in writing if you would like to receive a copy of the information about you that we hold or share, is:

- **Louise Rinkert, Barrowby Pre-school Manager**

For information on how long the Early Years Provider will store the information collected please refer to the providers Retention of Records Policy.

Should you have any concerns with how your data is being processed, the following steps should be taken:

- Step 1: Contact the Early Years Provider Data Protection Officer.
- Step 2: If concerns remain unresolved, follow the Early Years Provider Complaints procedure.
- Step 3: Contact the Information Commissioner's Office ([www.ico.org.uk](http://www.ico.org.uk))



For further information on the circumstances under which you have the right to request access to, or rectification/erasure of, your personal data please visit the Information Commissioner's website.

Lincolnshire County Council has a duty under the Children Act 2004 to co-operate with their partners in health and youth justice to improve the wellbeing of children in their area and will agree information sharing agreements with partners to enable them to carry out official functions, or a task in the public interest.

The DfE may also share child level personal data that we supply to them, with third parties. This will only take place where legislation allows it to do so and it is in compliance with the data protection principles. Decisions on whether DfE releases this personal data to third parties are subject to a robust approval process and are based on a detailed assessment of who is requesting the data, the purpose for which it is required, the level and sensitivity of data requested and the arrangements in place to store and handle the data. To be granted access to child level data, requestors must comply with strict terms and conditions covering the confidentiality and handling of data, security arrangements and retention and use of the data.

For more information on how this sharing process works, please visit: <https://www.gov.uk/guidance/national-pupil-database-apply-for-a-data-extract>

For information on which third party organisations (and for which project) child level data has been provided to, please visit: <https://www.gov.uk/government/publications/national-pupil-database-requests-received>

If you require more information about how the Local Authority (LA) and/or DfE store and use your information, then please go to the following websites:

- <http://www.lincolnshire.gov.uk/local-democracy/information-governance/data-protection/>
- <http://www.education.gov.uk/schools/adminandfinance/schooladmin/a0077963/what-the-department-does-with-school-workforce-data>

If you are unable to access these websites we can send you a copy of this information. Please contact the LA or DfE as follows:

**Solicitor for Education:** Lincolnshire County Council, County Offices, Newland, Lincoln, LN1 1YL. Telephone: 01522-552222. Email: [customer\\_services@lincolnshire.gov.uk](mailto:customer_services@lincolnshire.gov.uk)

**Public Communications Unit:** Department for Education, Sanctuary Buildings, Great Smith Street, London, SW1P 3BT. Website: [www.education.gov.uk](http://www.education.gov.uk) Email: [www.education.gov.uk/help/contactus](http://www.education.gov.uk/help/contactus)  
Telephone: 0370 000 2288

Provider postal address	19 George Street, Grantham, Lincolnshire, NG31 6QL
Provider e-mail address	<a href="mailto:barrowbypre-school@yahoo.co.uk">barrowbypre-school@yahoo.co.uk</a>
Provider telephone number	07415450311
Software suppliers	Tapestry, MS Office, MailChimp



GDPR stands for General Data Protection Regulation and replaces the previous Data Protection Directives that were in place. It was approved by the EU Parliament in 2016 and comes into effect on 25th May 2018.

GDPR states that personal data should be 'processed fairly & lawfully' and 'collected for specified, explicit and legitimate purposes' and that individuals data is not processed without their knowledge and are only processed with their 'explicit' consent. GDPR covers personal data relating to individuals. Barrowby Pre-school is committed to protecting the rights and freedoms of individuals with respect to the processing of children's, parents, visitors and staff personal data.

The GDPR gives individuals the right to know what information is held about them. It provides a framework to ensure that personal information is handled properly.

Barrowby Pre-school is registered with the ICO (Information Commissioners Office) under registration reference: **Z2181059**. Certificates are on display on the parent's information board.

GDPR includes 7 rights for individuals

### **1) The right to be informed**

Barrowby Pre-school is a registered Childcare provider with Ofsted and as so, is required to collect and manage certain data. We need to know parent's names, addresses, telephone numbers, email addresses, date of birth and National Insurance numbers. We need to know children's' full names, addresses, date of birth and Birth Certificate number. For parents claiming the free funding entitlement we are requested to provide this data to Lincolnshire County Council; this information is sent to the Local Authority via a secure electronic file transfer system.

We are required to collect certain details of visitors to our pre-schools. We need to know visitors names, telephone numbers, addresses and where appropriate company name. This is in respect of our Health and Safety and Safeguarding Policies.

As an employer, Barrowby Pre-school is required to hold data on its employees; names, addresses, email addresses, telephone numbers, date of birth, National Insurance numbers, photographic ID such as passport and driver's license, bank details. This information is also required for Disclosure and Barring Service checks (DBS) and proof of eligibility to work in the UK. This information is sent via a secure file transfer system to GBG Online Disclosures for the processing of DBS checks.

Barrowby Pre-school uses Cookies on its website to collect data for Google Analytics, this data is anonymous.

### **2) The right of access**

At any point an individual can make a request relating to their data and Barrowby Pre-school will need to provide a response (within 1 month). Barrowby Pre-school can refuse a request, if we have a lawful obligation to retain data i.e. from Ofsted in relation to the EYFS, but we will inform the individual of the reasons for the rejection. The individual will have the right to complain to the ICO if they are not happy with the decision.

### **3) The right to erasure**

You have the right to request the deletion of your data where there is no compelling reason for its continued use. However, Barrowby Pre-school has a legal duty to keep childrens and parents details for a reasonable time (Please see Retention of Records list). Barrowby Pre-school retain these records for 3 years after leaving pre-school, children's accident and injury records for 19 years (or until the child reaches 21 years), and 22 years (or until the child reaches 24 years) for Child Protection records. Staff records must be kept for 6 years after



the member of leaves employment, before they can be erased. This data is archived securely onsite and shredded after the legal retention period.

**4) The right to restrict processing**

Parents, visitors and staff can object to Barrowby Pre-school processing their data. This means that records can be stored but must not be used in any way, for example reports or for communications.

**5) The right to data portability**

Barrowby Pre-school requires data to be transferred from one IT system to another; such as from Barrowby Pre-school to the Local Authority, to shared settings and to 'Tapestry' Online Learning Journal. These recipients use secure file transfer systems and have their own policies and procedures in place in relation to GDPR.

**6) The right to object**

Parents, visitors and staff can object to their data being used for certain activities like marketing or research.

**7) The right not to be subject to automated decision-making including profiling.**

Automated decisions and profiling are used for marketing based organisations. Barrowby Pre-school does not use personal data for such purposes.

**Storage and use of personal information**

All paper copies of children's and staff records are kept in a locked cabinet in our locked storage cupboard. Members of staff can have access to these files but information taken from the files about individual children is confidential, these records remain on site at all times. These records are shredded after the retention period.

Information about individual children is used in certain documents, such as, a weekly register, medication forms, referrals to external agencies and disclosure forms. These documents include data such as children's names, date of birth and sometimes address. These records are shredded after the relevant retention period.

Barrowby Pre-school collects a large amount of personal data every year including; names and addresses of those on the waiting list. These records are shredded if the child does not attend or added to the child's file and stored appropriately.

Information regarding families' involvement with other agencies is stored both electronically on an encrypted USB stick and in paper format, this information is kept in a locked filing cabinet. These records are shredded after the relevant retention period.

Upon a child leaving Barrowby Pre-school and moving on to school or moving settings, data held on the child may be shared with the receiving school. For children attending school outside Lincolnshire County Council the parent/carer will be given the data to deliver to the receiving school.

Barrowby Pre-school stores personal data held visually in photographs or video clips or as sound recordings, unless written consent has not been obtained via the child's registration form. No names are stored with images in photo albums, displays, on the website or on Barrowby Pre-school's social media sites.

Access to all computers / iPads and Tapestry Online Learning Journal is password protected. When a member of staff leaves the company these passwords are changed in line with this policy and our Safeguarding policy. Any portable data storage used to store personal data, e.g. USB memory stick, are password protected.



GDPR means that Barrowby Pre-school must;

- \* Manage and process personal data properly
- \* Protect the individual's rights to privacy
- \* Provide an individual with access to all personal information held on them

This policy has been adopted by Barrowby Pre-school

Signed on behalf of the setting by:

..... Chair

..... Manager

Date:

Review date:



Barrowby Pre-school takes the confidentiality of all staff, children and families very seriously. We will only use and share confidential information when necessary to support the well-being of individual children.

It is a legal requirement for us to hold information about the children in our care, their families and the staff, in order to comply with Ofsted registration and the legal requirements in the EYFS. All information is obtained and stored according to the requirements of the General Data Protection Regulation 2018 and we are registered with the Information Commissioners Office (ICO).

It is our intention to respect the privacy of children and their families and we will do so by:

Storing confidential records in a locked filing cabinet.

Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the Pre-school.

Ensuring that parents have access to files and records of their own children but not to those of any other child.

Gaining parental permission for any information to be used other than for the above reasons.

Ensuring all staff are aware that this information is confidential and only for use within the Pre-school setting. If any of this information is requested for whatever reason, the parent's permission will always be sought.

Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.

Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality in the role of the key person. If staff breach any confidentiality provisions, this may result in disciplinary action, and in serious cases, dismissal. Students on placement in the Pre-school are advised of our confidentiality policy and required to respect it.

Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality.

Ensuring issues concerning the employment of staff remains confidential to the people directly involved with making personnel decisions.

Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a "need-to-know" basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

All the undertakings above are subject to the paramount commitment of the pre-school, which is to the safety and well-being of the child.

## **Records Kept**

### **1. Developmental records**

These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement. We use an online learning journey to create individual 'learning journeys' for your child through a piece of educational software called 'Tapestry'. This is contributed to, by staff, the child and the child's parents. These are protected by passwords for both the staff and parents.

### **2. Personal records**

These include registration and admission forms, signed consents, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact



with parents, and observations by staff on any confidential matters involving the child, such as developmental concerns or safeguarding matters.

These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge.

Parents have access to the files and records of their own children but do not have access to information about any other child.

Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.

Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

### **3. Records pertaining to Health and Safety**

These include:

**Accident and Incident Records.** Individual records relating to each child/staff member detailing the nature of the accident/incident, pre-existing injuries, who dealt with it and the outcome. The record will include counter signatures.

**Medication Records.** Individual records relating to each child/staff member detailing ongoing medication and emergency treatment with consent from parents/carers or the individual.

### **4. Employee/Volunteer Records**

Each team member, paid or unpaid, will have a personnel file containing personal information, emergency contact details, next of kin, recruitment information, references, induction records, training records, qualifications, appraisal records, evidence of CRB clearance. This file can be accessed by the individual to whom the file relates upon request to the management.

Each student will have a file containing personal information, emergency contact numbers, next of kin, and details of course, tutor and induction, confirmation from college/evidence of CRB clearance. This file can be accessed by the individual to whom the file relates upon request to the management.

All records relating to the children and individuals who have worked with the setting whether paid or unpaid will be archived for a period of time in line with regulations and guidance in the EYFS (minimum of 3 years).

Barrowby Pre-school will ensure all Management, Staff, Volunteers and Students are aware of, and understand the confidentiality policy, and will be asked to sign a record to agree that they have read the policy and agree to abide by it. They will be made aware that any breach of confidentiality may lead to disciplinary action.

### **Breach of Confidentiality**

All Staff/Students members are expected to regard confidentiality as a duty and a responsibility. Staff/Students who disclose information observed or heard without proper authorisation, will be subject to the setting's disciplinary procedure and this could lead to the termination of their contract. Action taken will correspond to the seriousness and level of the breach of the confidentiality policy; however, all cases will be treated in a serious manner.

### **Access to personal information procedure**

Parents may request access to records held on their child by following this procedure.

Any request to see the child's **personal record** by a person with parental responsibility must be made to the Pre-school Manager in writing. (Where a verbal request is made the following process will still be applied).

The Pre-school Manager will reply with a written acknowledgement.

The setting commits to providing access within 7 days.

Any third parties will be contacted in writing stating that a request for disclosure has been received, and asking for their permission to disclose, to the person making the request. Copies of these letters are retained for the file.





Third parties, including family members, who may be referred to in the records, as well as workers from other agencies such as the Lincolnshire Safeguarding Children’s Board, can refuse consent to disclose, preferring the individual to go directly to them.

When all consent/refusals to disclose have been received these are attached to the copy of the request letter.

A copy of the file is taken.

Where a third party has refused disclosure of information, these references will be edited and as much information supplied as is possible.

The information will be supplied either in hard copy format or on screen.

The child’s parent/carer may **verbally** request to see **their** child’s **Learning and Development Record** at any time, to read or to make a contribution to. This request can be made to their child’s Key Person and can be accessed at any time.

This policy has been adopted by Barrowby Pre-school

Signed on behalf of the setting by:

..... Chair

..... Manager

Date:

Review date:



## Equal Opportunities Policy and Procedure

*“The EYFS seeks to provide equality of opportunity and anti-discriminatory practice, ensuring that every child is included and supported.”*

Page 5 of the Statutory Framework for the EYFS 2014

*“Providers must follow their legal responsibilities under the Equality Act 2010” (3.58)*

*“Providers must have arrangements in place to support children with SEN or disabilities.” (3.67)*

Barrowby Pre-school is committed to provide equality of opportunity and anti-discriminatory practice, ensuring every child is included and supported.

Our ethos is to ensure positive attitudes to diversity and difference, so that every child is included and not disadvantaged because of ethnicity, culture or religion, home language, family background, special educational needs, disability, gender or ability.

We have a legal duty under the Equality Act 2010 to be inclusive and offer an inclusive provision to children and their families. The Act incorporates the Disability Discrimination Act (1995) stating that children with disabilities must not be treated less favourably than children without a disability. ‘Reasonable adjustments’ will be made to enable children with a disability to participate.

The facilities, equipment and access to the premises are suitable for children with disabilities where ever possible.

Children learn from an early age to value diversity in others and grow up making a positive contribution to society.

### **We will meet the individual needs of all children by:**

Valuing each child for whom they are and recognising differences; so they feel understood whatever their ability, ethnic background or gender.

Valuing each child’s culture by making connections between experiences at home, our setting and the wider community.

Talking to parents and/or carers about their child’s progress and development, planning appropriate support where identified.

Delivering personalised learning, development and care to help children get the best possible start in life.

### **Children who have special educational needs or a disability will be included, valued and supported by identifying the need for additional support as early as possible:**

We will work with parents and/or carers and other agencies where required.

We will ask parents and/or carers if there is a need for any special services or equipment for children who may require additional support.

We put into practice the 0-25 Special Educational Needs and Disability Code of Practice; using the graduated response for identifying, assessing and responding to children’s special educational needs.

We will ask for advice and support from the Local Authority – Early Years and Childcare Support Team.

### **We monitor the effectiveness of our inclusive practice by:**

Listening to and valuing all children in the setting, ensuring they have a voice.

Observing children in the setting and assessing whether the learning environment encourages inclusive practice.

Ensuring our knowledge about different cultural groups is kept up-to date.

Actively avoiding gender stereotyping and challenging any expression of prejudice or discrimination by children or adults.

### **We promote and value diversity and difference by:**

Being positive about differences between people and support children’s acceptance of difference.

Celebrating and valuing cultural, religious and community events and experiences.



Providing books and resources which represent children’s diverse backgrounds and which avoid negative stereotypes.

Providing positive images of all children, including disabilities.

Supporting children’s understanding of difference and empathy encouraging positive attitudes and challenge negative attitudes with the use of props such as puppets and dolls to tell stories about diverse experiences, ensuring that negative stereotyping is avoided.

Encouraging children to talk about their own home and community life, and to find about other children’s experiences.

Strengthening the positive impressions children have of their own cultures and faiths, and those in their community, by sharing and celebrating a range of practices and special events.

Visiting different parts of the local community.

Providing role-play areas with a variety of resources reflecting diversity.

Sharing stories that reflect the diversity of children’s experiences.

Ensuring that children learning English as an additional language have opportunities to express themselves in their home language some of the time.

Taking reasonable steps to provide opportunities for children to develop and use their home language in play and learning, supporting their language development at home. We must also ensure that children have sufficient opportunities to learn and reach a good standard in English language.

Under the requirements of the Childcare Register childcare will be accessible and inclusive by taking all reasonable steps to ensure that the needs of each child, relating to their childcare, are met; and not refuse to provide childcare or treat any child less favourably than another child due to their race, religion, home language, family background, gender or disability and/or learning difficulty.

We must consider whether a child may have a special educational need or disability which requires specialist support. We will link with, and help families to access, relevant services from other agencies as appropriate

**We regularly review and evaluate the effectiveness of our inclusive practice.**

This policy has been adopted by Barrowby Pre-school

Signed on behalf of the setting by:

.....Chairperson

.....Manager

Date:

Review Date:



## Complaints Procedure

Barrowby Pre-school is committed to providing a safe, stimulating environment ensuring a consistent and accessible service that meets the needs of the children and families attending.

We welcome suggestions on how to improve our setting and we will give prompt and serious attention to any concerns about the running of the setting.

It is the hope of Barrowby Pre-school that all concerns will reach a satisfactory conclusion for all concerned. To help us to achieve that outcome the following procedure will be followed:

### Stage 1

Any parent/carer who has a concern about any aspect of the setting is encouraged to discuss this with the Pre-school Manager.

Most complaints should be resolved informally at this stage.

The complaint and outcome will be recorded.

### Stage 2

If the parent/carer is not satisfied with the response/outcome, the parent/carer will proceed to stage 2 and put the complaint in writing to the Pre-school Manager and/or Committee

All complaints will be recorded in the Complaints Log, which is a requirement of the EYFS.

The Pre-school Manager and/or Committee will investigate the complaint and record a detailed account of how the complaint is resolved.

The setting will formally acknowledge the complaint within 5 working days.

When the complaint has been investigated, the Pre-school Manager will notify the complainant of the outcome within 28 days of having received the complaint.

### Stage 3

If the parent/carer is not satisfied with the outcome of the investigation he/she should request a meeting with the Manager and Committee.

The complaint will be discussed and a written record will be made of the discussion and any agreed actions or decisions.

All parties present at the meeting will sign and date the written record and receive a copy. The record will be stored in the Complaints Log.

The signed record signifies that the procedure has concluded.

### Stage 4

Should the matter remain unresolved, Ofsted can be contacted at the following address:

Ofsted  
Complaints Investigation and Enforcement Team (CIE)  
Ofsted National Business Unit  
Piccadilly Gate  
Store Street  
Manchester  
M1 2WD  
Tel: 0300 123 1231



The Complaints Procedure and above details will be displayed prominently within the setting.

Parents may approach Ofsted directly at any stage of this complaints procedure.

In addition, where it is deemed that there is a breach of the setting's registration requirements, it is essential to involve Ofsted, as the registering and inspection body, who has a duty to ensure the EYFS requirements are met.

If a child appears to be at risk the setting will follow the procedure of the Lincolnshire Safeguarding Children's Board. In these cases the setting Manager will work with Ofsted and/or the Lincolnshire Safeguarding Children's Board to ensure investigation of the complaint followed by appropriate action.

All complaints against our setting, and or the children and/or the adults working in our setting will be recorded in detail in the complaints log, which will be made available to parents and Ofsted Inspectors.

(Providers should have regard to their confidentiality policy when sharing complaints information with parents).

The Manager is responsible for managing complaints.

This policy has been adopted by Barrowby Pre-school

Signed on behalf of the setting by:

..... Chair

..... Manager

Date:

Review date:



## Admissions Policy

It is the intention of Barrowby Pre-school to make our provision accessible to children and families from all sections of the community. Our admissions policy operates within an equal opportunities framework and is regularly reviewed.

We will ensure that the existence of Barrowby Pre-school is widely known in local communities. Advertising notices will be placed in widely accessible areas, in more than one language if appropriate.

We will describe practices in terms which make it clear that all sections of the community are welcomed.

We will ensure that the description of the setting and its practices demonstrates how the setting enables children and/or parents with additional needs to take part in the activity of the setting.

We will monitor the gender and ethnic background of the individuals joining the group to monitor our intake and ensure it is representative of social diversity.

We will ensure that information about our setting is accessible in written form to all, where necessary we will try to provide spoken form, Braille, in more than one language, through signing or an interpreter.

Children from the age of 2 will be admitted in accordance with our Ofsted Registration.

We will endeavour to be flexible regarding attendance to accommodate the needs of all families.

The waiting list will be monitored and reviewed regularly.

The following factors will be taken into consideration in allocating places:

The age of the child.

Where 3 & 4 year old places are available, hours will be prioritised for children who are eligible to access their Early Years Entitlement (EYE).

Length of time on waiting list.

Siblings already attending the setting.

The vicinity of the home to the setting.

Early Years Entitlement (EYE) places will be offered in accordance with the Statutory Guidance for Local Authorities on Delivery of Free Early Years Provision.

Parents/carers must complete a registration form before their child can attend and sign consent for this information to be maintained by Barrowby Pre-school in line with the General Data Protection Regulation (UK GDPR) Act 2018 and Ofsted Registration requirement under The 1989 Children Act.

Children may start within the first 3 weeks of any half term, this allows the children time to settle before there is a school holiday.

### **Fees & Payment**

From the 1st April the fees will be as follows:

8.30- 9am £3.00

9am -3pm £5.03 per hour

3pm - 4pm £6.00

Fee payment is required on a half termly basis by electronic bank transfer, Tax Free Childcare or Vouchers.



**Early Years Entitlement (EYE Funding)**

Barrowby Pre-School accepts the Early Years Entitlement for children aged 2 years and above, with no more that 5 two years per session.

The government funded sessions can be claimed between 9am – 3pm Monday to Friday, term time. As a term time setting, we do not offer the extended stretched offer.

Sessions can be claimed in:

- 3-hour blocks 9am - 12noon or 12noon - 3pm
- 4-hour blocks 9am - 1pm
- 5-hour blocks 9am - 2pm
- or 6-hour blocks 9am - 3pm

**Additional Costs**

A charge of 50p towards the cost of providing snack is applied to every child attending a morning session.

If your child attends the Jo Jingles session once a week, an additional charge of £3.00 per week towards the cost of providing a specialist learning activity will apply.

Invoices are sent via Tapestry.

Barrowby Pre-school encourages prompt payment but recognises that at times some parents/carers may experience financial difficulties. Barrowby Pre-school will ensure that no child/children/families are penalised should this situation arise. Barrowby Pre-school will endeavour to arrange a payment plan that is acceptable to both parties, enabling the child/children to continue to attend. All financial matters will be dealt with the utmost sensitivity and consideration and in confidence.

In the event of non-payment:

The Manager will liaise with the parent/carer concerned.

A payment plan will be agreed if necessary.

Where unmet payments continue after one month the chair of committee will liaise with the parent/carer to arrange payment options to resolve the issues

However where there is no resolution, fees remain outstanding or the debt is increasing, the child's/children's place may be withdrawn.

Barrowby Pre-school is registered with Ofsted, therefore where appropriate parents/carers can claim Childcare element of Universal Credit. Details are available upon request.

This policy has been adopted by Barrowby Pre-school.

Signed on behalf of the setting by:

..... Chairperson

..... Manager

Date:

Review Date:



## Setting Closure Procedure

In the event of exceptional circumstances Barrowby Pre-school aims to give parents planned notice of closure but there may be circumstances which will result in emergency closure. Such a closure will occur, when to remain open would result in a breach of the EYFS safeguarding and welfare requirements and/or Ofsted registration.

We will aim to rectify the cause of closure as soon as possible and keep all parents and carers informed of the situation.

In order to operate we must meet the following criteria:

The EYFS safeguarding and welfare requirements

Appropriate numbers of qualified staff

Appropriate child: staff ratios

The conditions of our insurance policy

The physical environment subject to appropriate risk assessments

Our ability to safeguard the children in our care in the event of a Critical Incident

An exceptional circumstance is defined as something which has happened beyond our normal level of control such as

1. Unable to meet the staff:child (qualification) ratios due to illness or resignations, resulting in understaffing
2. Lack or failure of heating
3. Accidental damage or vandalism to the setting making it unfit for purpose.
4. Failure in supply of services (water, sewerage, electricity, gas)
5. Extreme weather conditions such as snow, flood or storm

### Unexpected closure before a session

On discovering that a scheduled session is not able to run, the following procedure will be implemented:

The first member of staff on site will inform the Pre-school Manager and Chair

Emergency services will be contacted if needed

The Pre-school Manager will contact parents immediately to inform of session closure and reason

Unexpected closure poster will be displayed on main door

Professional services will be engaged according to nature of incident

The Pre-school Manager or Deputy will inform Ofsted and if necessary the insurance company

We will notify the EYCC Service in accordance with the Early Years Provider agreement

### If you wake to heavy snowfall

In order to help parents and carers find out if the setting has been closed, we will put details on the Pre-school website and Facebook Page.

If the setting decides it can remain open in adverse weather conditions, a limited service may be offered due to reduced staffing. The setting will work to the adult: child (qualification) ratios set down within the EYFS and this may affect the number of places available on that day. A 'first come first serve basis' will be applied for those sessions.

### Fees





In the event of unexpected closure, fees will not be refunded. However, if the setting is closed for an extended period of time, the situation will be discussed at a full emergency committee meeting.

**Funded Fees**

In the event of an unplanned closure the Early Years Entitlement (EYE) will be claimed, parents are not entitled to receive a monetary refund of the free entitlement, we will notify the EYCC service of our closure and seek guidance from the EYCC Service Early Years Entitlement team regarding alternative sessions once the group is able to re-open. We will follow the Guidance set out in ‘Effective Early Years Entitlement Delivery’ as part of our Early Years provider agreement.

When the setting returns to normal operational hours, the EYE funding will be claimed and or normal fess charged even if the parent’s/carers decide not to send their children (for example during extended periods of adverse weather).

Whenever a session is closed a report will be completed confirming the circumstances and any actions taken. This will be available for parents/Ofsted to view at any time.

Signed on behalf of the setting by:

..... Chairperson

..... Manager

Date:

Review Date:



## Finance Policy

This Finance Policy has been devised to ensure that Barrowby Pre-school can meet its legal and other obligations, e.g. Charities Act 1993, Companies Act 2006, HM Revenue and Customs and common law. It has also been devised as a tool to ensure transparency in handling all income and expenditure of the pre-school and to support financial planning, in order to ensure that the charity can meet its obligations to members and users of the organisation, in ensuring that income and property of the pre-school is applied solely to furthering the central aims of the pre-school.

Accounts will be checked annually by an independent examiner and the Charity Commission returns completed.

Barrowby Pre-school will keep proper books of accounts, which will include:

- a) Bank statements
- b) A petty cash book if cash payments are being made
- c) Records of Inland Revenue deductions made on behalf of staff.

The financial year will end on the 31st December each year.

Accounts will be drawn up after each financial year within six weeks of the end of the year and presented to the next Annual General Meeting.

A Budget will be set annually. Income and expenditure will then be monitored throughout the financial year.

The Reserve Account and Petty Cash policies will be adhered to at all times.

### Banking

Barrowby Pre-school will bank with Virgin Bank. Accounts will be held in the name of Barrowby Pre-school. The following accounts will be maintained:

- a) Current Account
- b) Savings / Reserves Account
- c) Fundraising Account

The bank mandate (list of people who can sign cheques on the organisation's behalf) will always be approved by the Committee as will all the changes to it.

All cheques must be signed by at least two of the four signatories on each account. The four signatories for the current account and fundraising account are the

- Chairperson,
- Vice Chair
- Treasurer,
- Pre-school Manager.

The charity will require the bank to provide statements every month and these will be reconciled with the cash book on a monthly basis and countersigned by the Treasurer or Chairperson at least once per term, signing the cash book accordingly.



The charity will not use any other bank or financial institution or use overdraft facilities or loans without of the agreement of the Management Committee.

### **Transactions - Income**

Invoices / receipts will be kept for all payments/income.

Where the invoice/receipt is lost the person will submit the details on paper and sign and date.

Receipts will be issued for all fees and other non-fundraising income.

### **Transactions - Payments**

Any single item purchase of more than £40 must be previously agreed by the Committee Chairperson.

Any single item purchase of between £40 to £500 should in the first instance be agreed by the Committee, however in a situation where circumstances mean that this is difficult / time consuming to get, an agreement can be obtained from the Chair, Vice Chair, Secretary and Treasurer on behalf of the whole committee.

Accounts will be kept up to date and will be available for inspection if requested by any regulatory body or any member of Barrowby Pre-school staff, committee or parents.

### **Reserve Account**

Barrowby Pre-school will maintain a reserve account. The transfer of money into or out of this account will be at the discretion of the Management Committee. Monies held in this account will be sufficient to cover the following two requirements:

- Potential redundancy costs in the event of the pre-school requiring to be wound up. Redundancy costs shall be calculated / reviewed annually by the Treasurer to ensure that enough money is reserved. This will be done annually in September.
- If funds allow, a minimum of £1,000 over and above the redundancy costs shall be held in the reserve account. This will be to be used as an emergency fund to allow the pre-school to continue to function in the event of cash flow problems or unexpected and unbudgeted expenses which require immediate payment. Allocation will be at the discretion of the Management Committee.

In the event of money from the emergency fund requiring to be used, and reducing it below its £1,000 lower limit, it shall be reimbursed back to the £1,000 level as soon as financially viable.

The reserve account may also be used to hold any surpluses generated at the financial year end. The subsequent expenditure of these funds will be at the Management Committee's discretion and for the benefit of the entire group as it will be considered appropriate at the time.

It will be anticipated that these funds will not be held indefinitely but used within the next financial year. Should the committee wish to retain these funds in the longer term it must be for a specific purpose and will be recorded as such in the minutes of the Management Committee's meetings.

Accurate accounting records shall be kept at all times. These will be reported monthly by the Treasurer to the management committee and detailed in the pre-schools monthly and annual accounts.



After consideration by the Management Committee, any surplus balance in the current account may be distributed to the staff in the form of a bonus. This will be paid as part of the September salary. Where a member of staff leaves the pre-school no bonus will be payable.

**Petty Cash**

No more than £50.00 will be held in petty cash at any time.

Petty cash will be held securely and operated by the Pre-school Manager and Deputy. Petty cash will be to be used for the purchase, by staff or committee, of small expendable items or resources.

Only purchases of £10.00 or less can be reimbursed from petty cash. All purchases exceeding this limit will be reimbursed by online payment by the Treasurer.

A valid till receipt will be required for reimbursements of all purchases.

Where the invoice/receipt is lost the person will submit the details on paper and sign and date.

An accurate record must be kept of all petty cash transactions.

Only cash drawn directly from the bank, expressly for petty cash use shall be entered into the petty cash accounts. Petty cash expenditure will be reported regularly to the Management Committee by the Treasurer and detailed in the pre-schools monthly and annual accounts.

**Debit cards**

In order for staff to make purchases on behalf of Barrowby Pre-school of more than the petty cash limit and not from their own personal accounts, a Debit card will be provided. This will be issued to the Manager. The purpose of the card is to pay for small items of expenditure, such as snacks, cleaning materials, gardening items, etc.

The limit on the cards is £200 per day. No single transaction should exceed £40 unless prior committee (or sub-committee – chair and treasurer) approval has been granted

Receipts from purchases must be obtained and passed to the Treasurer on a timely basis, who will enter the items into the accounts.

The debit card is the property of Barrowby Pre-school and must only be used for Barrowby Pre-school purchases. The debit card should be returned if the employee leaves or on request by the Management Committee.

Signed on behalf of the setting by:

..... Chairperson

..... Manager

Date:

Review Date: