



HAPPY DAYS POLICIES AND PROCEDURES

Safeguarding and Welfare Requirements: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Admissions

Policy statement

It is our intention to make our setting accessible to children and families from all sections of the local community. We aim to ensure that all parts of our community have access to the setting through open, fair and clearly communicated procedures. At Happy Days, Early Education is offered within the national parameters as shown below.

- No session to be longer than 10 hours
- No minimum session length (subject to the requirements of registration on the Ofsted Early Years Register)
- Not before 6.00am or after 8.00pm
- A maximum of two sites in a single day

The Admission Policy is issued to all families as part of the registration process. It is also available via our webpage or upon request.

At Happy Days, Early Education is offered to families 38 weeks of the year. The funded hours can be claimed (to the maximum available).

- Mon – 9am – 3pm
- Tues – 08:30am – 4pm
- Wed – 08:30am – 4pm
- Thur – 08:30am – 4pm
- Fri – 9am – 3pm

We will work with parents to ensure that, as far as possible, the hours/sessions that can be taken as funded provision are convenient for parents' working hours.

Happy Days charge a £50 deposit to secure a place at the setting. It will be returned in full within 6 weeks following the first day of attendance for early education. Where families have agreed a contract for more hours than the early education entitlement, the deposit will be

returned when the contract is terminated and any outstanding fees have been paid in full. The deposit will not be returned where a place is no longer required.

Please refer to the SEND/Inclusion Policy concerning the SEND support on offer to children and how we support families to choose the right setting for their child with SEND

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community.
- We ensure that information about our setting is accessible, using simple plain English, in written and spoken form and, where appropriate, provided in different community languages and in other formats on request.
- We arrange our waiting list in order of date of enquiry. In addition, our policy may take into account:
 - the age of the child, with priority given to children who are eligible for the free entitlement
 - the vicinity of the home to the setting;
 - whether any siblings already attend the setting; and
 - the capacity of the setting to meet the individual needs of the child.

As part of the registration process, parents/carers will be required to provide documentation to evidence their child's date of birth. This is to confirm they have reached the eligible age for the funded entitlements.

A copy of the document will be retained. This will be stored securely and destroyed when there is no longer a good reason to keep the data.

- We offer funded places in accordance with the Code of Practice for Norfolk County Council and any local conditions in place at the time.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome.
- Our setting and its practices operate in a way that encourages positive regard for and understanding of difference and ability - whether gender, family structure, class, background, religion, ethnicity or competence in spoken English.
- We support children and/or parents with disabilities to take full part in all activities within our setting.
- We aim to identify all children that may attract and additional funding such as EYPP, DAF, SEND inclusion fund and any locally available funding streams with a view to submit a claim/application to support and improve their outcomes

- We monitor the needs and background of children joining our setting on the Registration Form, to ensure that no accidental or unintentional discrimination is taking place.
- We share and widely promote our Valuing Diversity and Promoting Equality Policy.
- We consult with families about the opening times of our setting to ensure that we accommodate a broad range of families' needs.
- We are flexible about attendance patterns to accommodate the needs of individual children and families, providing these do not disrupt the pattern of continuity in the setting that provides stability for all the children.
- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.
- We ask that all parents/carers provide Happy Days with an up to date photograph of the child's emergency contact.
- Any personal information you supply to us will be collected, stored and used in accordance with the principles of the General Data Protection Regulations (GDPR) (2018) and our Confidentiality and Client Access to Records Policy. We will always seek your consent where we need to share information about your child with any other professional or agency. We are required by law to override your refusal to give consent only in specific circumstances where the child or someone in the family may be in danger if we do not share that information.

This policy was adopted by *Happy Days*, in *July 2013*.

It was updated *June 2021*, version 9.

Signed on behalf of the provider: CHarrowing 

Name of signatory: Chloe Harrowing

Role of signatory: Manager of Happy Days

Signed on behalf of the Governing Body of the School:

Name of signatory: Penny Folkard 

Role of signatory: Chair of Governors

