



Babraham Fun Pack After School Club

Parent Information Pack and Registration Form

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ABOUT THE CLUB

Originally, the Babraham Children's Club was formed in 1996 to provide after-school care for pupils attending Babraham School. In November 2015, Babraham Nursery took over the club which was renamed Babraham Fun Pack After School Club. The Club operates from the Hall of Babraham Primary School and is open five days a week during term time to children aged between 4 and 11 years. Forty-five places are available. Priority is given to children who attend Babraham School.

OBJECTIVES

Babraham Fun Pack After School Club aims to provide affordable, high-quality provision for after-school play activities. The staff are committed to providing a safe, supportive environment. A range of indoor and outdoor activities are on offer to stimulate your child's social, physical and educational development. One of the main aims is for children to have fun in an environment that is completely unlike that of school. The activities are guided by the children's play wishes.

CONTACT DETAILS

The after-school club is managed overall by Babraham Nursery. The play leader and deputy oversee the day-to-day running of the club. Philippa Beeby, Fun Pack Manager, oversees the club and leads and manages the separate holiday club, which also operates from Babraham Primary School. Should you have any comments, questions or complaints, please contact the play leader in the first instance. Registration forms are available at the back of this pack and on Babraham Nursery website. A paper copy of the registration form can also be collected from club.

Babraham Nursery

Head of Nursery & Fun Pack: Alison Bishop MA, EYP, BA Hons, FdA

Address : 17/18 The Close, Babraham, Cambridge, CB22 3AQ

Tel : (01223) 496200

Email : babraham.nursery@babraham.ac.uk

Website : www.thenursery.babraham.org.uk

Fun Pack Manager: Philippa Beeby BA Hons

Address : 17/18 The Close, Babraham, Cambridge, CB22 3AQ

Tel : (01223) 496200

Email : babraham.nursery@babraham.ac.uk

Website : www.thenursery.babraham.org.uk

Babraham Fun Pack After School Club

Play Leader : Lizzie Allars

Address : c/o Babraham Primary School, High Street, Babraham,
CB22 3AG

Tel : (01223) 496200 or (01223) 839650 (club hours only)

Email : afterschoolclub@babraham.ac.uk

Website : www.thenursery.babraham.org.uk

Staff Team

Our staff are well qualified and have been checked through the Disclosure and Barring Service (formerly CRB) in line with OFSTED requirements.



Lizzie Allars: Play Leader.

NVQ Level 3 Playwork & NVQ Level 3 Childcare and Education
Child Protection DP



Mandy Tomlinson: Deputy Play Leader

NVQ Level 2 Playwork & SENCo



Rachel Tomlinson: Play Worker

Child Protection DP



Tracey Childerley: Play Worker

Rebekah Fairbrother: Play Worker
(Maternity Leave)

STRUCTURE OF THE SESSION

3.20	Collection of children
3.25	Rolling snack (fruit and drink)
3.30	Free play inside or outside
4.30	Light tea
5.00 – 6.00	Free play until home time

Collection of children by play workers:

At the beginning of each session, all play workers are informed of the children that will be attending for the day. Any absentees or children going home with a different parent are noted by staff. Please notify staff if a child is absent or to be collected by someone other than the named person.

Play workers collect the children from Ducklings Class and then bring them over to the hall. The other children wait at the school office and are signed in by a member of staff.

Children who are attending after-school activities are collected at 4.30 p.m. in time for the light tea.

ACTIVITIES

A full range of activities and crafts is available for the children to participate in daily. Within the structure of the session, children have free choice over the play activity they wish to engage with. Access to the school field is all-year-round and regardless of the weather.

- Physical activities
- Outside play
- Books, magazines & CDs
- Craft activities
- Toys
- Outside speakers (sometimes)
- Celebration of festivals
- Outdoor games
- Ride-ons
- Climbing frame
- Tractor
- Mud kitchen
- Computer games
- Dressing up
- Board Games
- Quiet corner
- Ball games
- Cooking activities
- Group games



Babraham Fun Pack After School Club



LIGHT TEAS AT CLUB

The meals are freshly prepared within the healthy eating guidelines of OFSTED and the Children's Food Trust and are developed with the children's input. More information about the guidelines can be found at <http://www.childrensfoodtrust.org.uk/childrens-food-trust/schools/school-food-standards/standards-for-your-school-food/school-food-other-than-lunches/>

All staff working with food have food hygiene certificates.

MENU (changed twice a year)

Initial snack:

At the start of the session the children are offered a healthy snack which will consist of different fruits or vegetables.

Examples of light tea:

Main : Pasta with a vegetable and bean tomato sauce.

Dessert : Fruit and Custard.

Main : Chicken and Salad wraps

Dessert : Fruit and Natural Yoghurt

Main : Jacket potatoes with tuna or cheese

Dessert : Children's cooking day (fruit cookies or jam tarts)

Main : Quorn chilli with homemade wedges

Dessert : Watermelon

Main: Wholemeal sandwiches (ham or cheese), cucumber sticks

Dessert: Rice pudding

Drinks: Water or milk are available throughout the session.

Should your child have particular dietary needs, e.g. food allergies or religious beliefs, we will adapt the meal accordingly. This information is requested in the registration documents. You are also advised to discuss the details of any food allergies with the play leader. Please provide a doctor's letter to confirm this.

POLICIES

The club has many policies which are reviewed annually or bi-annually depending on requirement. These policies are available in a folder by the signing out area. Copies are available on request. The following are examples of the policy titles.

BEHAVIOUR MANAGEMENT

With the free choice in activity, clear boundaries and structure of the session, poor behaviour is rarely an issue. In situations where poor behaviour is a problem, the staff use a range of strategies including:

- Verbal reminder of rules and boundaries.
- Warning and application of consequence – e.g. removal of activity.
- Distraction into alternative activities.
- Time out with a discussion of behaviour.

If your child's behaviour has been an issue, you will be informed of the problem and of the action taken. If problem behaviour persists, the play leader will contact you to arrange a meeting with the intention of planning strategies to address the issues. In very rare circumstances, if the behaviour issues are unmanageable then the club reserves the right to refuse a child a place.

ACCESSIBILITY & EQUAL OPPORTUNITIES

Accessibility for all to the club is a high priority, but in some circumstances, this needs to be assessed on a case-by-case basis. If your child has unique needs, please contact the play leader to discuss these in more details.

ADMINISTERING MEDICATION

There is no legal duty on non-medical staff to administer medicines or to supervise a child taking it. However, where possible, staff will assist when this issue arises. Each situation will be judged on a case-by-case basis. In principle, prescribed medicines can be administered but this depends on whether the staff would need additional training etc. Please discuss this with a member of staff first. As medicine is administered by a member of staff voluntarily, we do not accept any responsibility for failure to administer the medicine or because the child refuses their medicine.

When prescription medicines are to be administered during the session:

- A form will need to be completed of need and requirements.
- The medicines should be dispensed from the original container and must be properly labelled with the dispensing advice from a pharmacy.
- The medicine must be passed to a member of staff to ensure the medicine is stored appropriately.

HELPING CHILDREN SETTLING IN TO THE CLUB

All children are unique and the amount of time that a child takes to settle into our club can vary enormously. Therefore, children are given time to settle in at their own pace, so as to make them feel welcome, safe and confident in a new environment.

The club strongly encourages new children to visit the premises before they are due to start and parents/carers are welcome to stay for part or all of the session with them. During this time, they are introduced to all members of staff and are informed about the club's routines.

All new Early Years Foundation Stage children are assigned a key worker who ensures that the child feels included in play and activities and that their needs are being met. Parents receive a pack of information about how we support children through the Early Years Framework. You are also asked to complete a form, '*All about me,*' so that we can get to know your child and devise appropriate activities for his/ her needs.

On their first day, children are shown around the club, told where they can and cannot go, and have ground rules explained to them. At all times the children are encouraged to ask questions and raise any concerns.

All staff supervise children new to the club to ensure that they are happy in their new surroundings. The appropriate level of such supervision will be judged according to the child's age, maturity and previous experiences. The child is told about the fire evacuation procedure and the locations of all fire exits, according to the fire safety policy.

Staff ask how a child is feeling, what activities they enjoy and if they are unhappy about anything.

If it seems that a child is taking a long time to settle in, this is discussed with their parents/carers at the earliest opportunity. Likewise, if a parent/carer feels that there is a problem during the settling in period, they should raise this with a member of staff.

Staff are always available to discuss any concerns or other issues with parents/carers regarding their child and their attendance at the club.

REGISTRATION FORMS

If you are interested in a place for your child, please contact the play leader (term-time only in person or by email: playleader.bcc@gmail.com) to assess availability. Please provide your child's name, year group and the days you require. Following this discussion, please complete the following forms found at the end of this pack:

- booking form
- registration form
- terms and conditions form
- 'All about me' form (for new reception children)
- GDPR (data protection) privacy notice
- Fun Pack After School and Holiday Club GDPR

By signing the forms you are agreeing a contract with us and ensuring that the terms and conditions detailed in this brochure apply (e.g. fees, notice period etc.). Please send the completed forms to Babraham Nursery (Angela.Willcox@babraham.ac.uk and teresa.wilkinson@babraham.ac.uk) for processing. Nursery will pass on the forms to the playleader who will then confirm the place with you and agree a start date.

IMPORTANT: each year you will be sent a data sheet with your child's registration details for you to check and update. Please inform nursery and ASC of any changes to your contact details during the year so we can keep our records up-to-date.

TERMS AND CONDITIONS:

POLICIES AND PROCEDURES

Babraham Nursery and Fun Pack After School Club aim to offer the highest possible standards of care and education to each child and their families who join. We have statutory requirements which must be adhered to at all times. The legal requirements form the basis of the policies and procedures which are used to operate effectively. All parents and families must agree to respect and abide by the policies and procedures to safeguard all the children who attend the setting and help with its continual improvement. Copies of all policies are available from the nursery office or Fun Pack After School Club on request.

Operating hours:

Monday – Friday: 3.20 – 6.00 pm

Fun Pack After School Club is open term time only, in line with the term dates set by Babraham Primary School. Fun Pack Holiday Club is only open during Babraham Primary School holidays. Both After School Club and Holiday Club are always closed on Bank Holidays, Babraham School training days and the days between Christmas and New Year. We aim to be open as expected throughout the year, however, it is possible that Fun Pack may need to close on the grounds of health and safety of staff and children due to unforeseen circumstances.

Collection:

When parents or guardians come to collect their child/children they must sign them out on the daily register. Reception children have their own tub for book bags, coats, etc. which is stored in a designated area near the entrance for collection. Ducklings and Year 4 have tubs for their belongings, whilst all other children use their lockers, which are located in the hall.

If a child is to be collected by someone other than the regular carer(s)/parents(s), the club should be notified in advance, either by sending a note signed by the parent or by telephone (landline) 01223 839 650 or (email afterschoolclub@babraham.ac.uk). The club operates a password system for when a child is to be collected by an adult not known to staff or the child.

Please ring the landline (01223 839650) if you are going to be late. Failure to collect your child before 6.00 pm will result in a late collection fee (see below in FEES). If a child is not collected at the end of the session and the staff have been unable to contact parents or named contacts, we will contact Social Services for emergency care after thirty minutes.

In the case of illness, please email the club on afterschoolclub@babraham.ac.uk

FEES

All invoices will be sent electronically via email. It is the parent's responsibility to ensure the nursery and accounts department have a valid and up to date email address for this purpose.

There is no reduction of fees when children are on holiday or away sick -the full rate still applies.

You will be notified of any increase in fees one month in advance. Fees are reviewed annually.

The **retrieval of debts** incurred through late payment and/or non-payment of fees is time consuming and costly. Each legal letter sent chasing debts will result in an additional charge of £30 per letter. Babraham Institute reserves the right to withdraw places with immediate effect for the repeated occurrence of non-payment or late payment of fees.

Daily fee : £10.50

Late pick-up fee : £5 for the first 5 minutes and then 50p/min thereafter.

Additional sessions : £10.50

Changes to a child's attendance or leaving the club: Four weeks' notice, in writing, is required to amend the booking for your child at the club.

Emergency additional booking

If you require additional sessions, please contact the play leader/staff member in advance to check availability. We encourage you to do this at club by 6pm the day before the session is required. The play leader can also be emailed on afterschoolclub@babraham.ac.uk. The additional sessions are charged at the daily rate and will be added to your next invoice.

OTHER TERMS

Babraham Fun Pack After School Club is a safe environment for children, staff and parents and anyone not upholding this requirement will be excluded from After School Club.

In extreme cases, After School Club reserves the right to ask for immediate removal of a child from After School Club.



Babraham Fun Pack After School Club

Fun Pack (after school club) booking form

Name of child: Current age:

Class teacher: (Name) Year group:

I would like (Name) to have a place at the Babraham Fun Pack (after school club) on the following days for the current academic year.

Day	Required? (Yes/No)
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	

My child currently attends Babraham Fun Pack After School Club Yes / No

Parent's name: Signature Date

*** (Please use a separate form for each child)**

FOR CHILD PROTECTION REASONS, CHILDREN'S FULL NAMES WILL NEVER BE GIVEN IN ANY PUBLICATION.

Office use only

First Steps		Index Card		File		A/C No	
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FUN PACK REGISTRATION FORM

CHILD DETAILS:

Child's Full Name: Sex: Boy/Girl

known as: Date of Birth:

Age:..... Year group:.....

Home Address:

..... Post Code:

Who has legal responsibility for this child?:

Residential Status:

Home Phone No:

Home E-mail address:.....

Preferred E-mail address for correspondence:

PARENT DETAILS:

Current attendees: are there any changes to your contact details from last year

YES/ NO (state yes, if you are not sure)

Father's Full Name: Mr/Dr

known as:

Parental responsibility? Yes / No (*delete whichever does not apply*)

Father's Place of Work: Department:

Occupation: Telephone No:

Babraham Institute Employee? Y / N* Mobile phone:

BBT Employee? Y / N* Work E-mail Address:

Co. based on Babraham Campus? Y / N* **Please circle as appropriate*

Mother's Full Name: Miss/Mrs/Ms/Dr.....

known as:

Parental responsibility? Yes / No (*delete whichever does not apply*)

Mother's Place of Work: Department:

Occupation: Telephone No:

Babraham Institute Employee? Y / N* Mobile phone:

BBT Employee? Y / N* Work E-mail Address:

Co. based on Babraham Campus? Y / N* **Please circle as appropriate*

CONTACT DETAILS:

Person/s **(other than parents)* to contact and Telephone No. if both parents unavailable in an emergency:

****(This is a compulsory requirement)***

Name: Telephone No:

Relationship to child: Contact No. 1 (after parents)

Other adults authorised to collect my child:

(Please list in the order you wish contact to be made).

Name: Telephone No: (Contact No. **2**)

Name: Telephone No: (Contact No. **3**)

Name: Telephone No: (Contact No. **4**)

A password system is in place. Please state agreed password:

PASSWORD AGREED:

I agree to inform the Nursery of any changes to the above list.

Signed by parent/guardian:..... Date:.....

SIBLING DETAILS:

Name(s) and date(s) of birth of brother(s) and sister(s)
.....
.....

FURTHER DETAILS:

Religion: Nationality:

Language: Ethnicity:

HEALTH INFORMATION:

Doctor's Name:

Doctor's Address:

Doctor's Telephone No:

Please indicate any health problems e.g. Asthma, Allergies.

.....
.....
.....

Please indicate any dietary requirements (Please tick reason/s)

.....
.....
.....

Any distinguishing marks/ birth marks

.....
.....

Medical* *** A doctor's note MUST be supplied**

Cultural

Religious

MEDICATION (Please delete whichever does NOT apply)

Wasp/bee stings

- *I/we give my/our full permission for a suitable **spray** to be administered should my child receive a **sting**.*
- *I/we DO NOT give permission for a spray to be administered.*

Signed:

Date:

Emergency treatment

*In the event of **an emergency** I/we give my/our full permission for the above-named child to be **inspected by a doctor or nurse** and for treatment to be administered.*

Signed:

Date:

CHILD PROTECTION

Fun Pack has a duty to report suspected child abuse (physical, sexual, emotional) or neglect.

I confirm I am aware that Fun Pack has a duty to report suspected child abuse or neglect.

Signed:

Date:

INFORMATION SHARING:

We are occasionally requested to share information with other schools / settings. If your child attends another school / setting please indicate whether (*or not*) you happy for information regarding your child to be shared:

- *Yes, I/we am happy for information regarding my child to be shared with another school / setting which he / she attends. (Please state the name of the other setting :.....)*
- *No, I/we are not happy for information regarding my child to be passed onto any other setting.*

Signed:

Date:

OBSERVATIONS:

Fun Pack (this only applies to children within the Early Years Foundation Stage) observes each child in order to identify their individual needs, interests and next steps. Please sign below to give permission for observations to take place on your child and for ASC to share that information with your child's reception teacher.

Signed:

Date:

WALKS IN BABRAHAM:

Fun Pack occasionally have supervised walks within the Institute and Babraham Village and we hope that all Fun Pack children will be able to accompany us.

I give my full permission for the above-named child to be taken on walks.

Signed:

Date:

PERMISSIONS:

Films / Games:

I / we give permission for my child to view PG certificated films and / or 7 + rated games (e.g. Wii Sports).

Signed: Date:

Health and beauty e.g. face painting / nail varnish / hair braiding):

I / we give permission for my child to take part in health and beauty activities.

Signed: Date:

Roller blading

I/ we give permission for my child to do roller blading on the school field whilst wearing protective head, knee, elbow and wrist gear

Signed: Date:

PHOTOGRAPH / VIDEO PERMISSION:

I am the parent/legal guardian of the child(ren) named below and I give permission for my child(ren) to be photographed or videotaped whilst in the care of 'Fun Pack' for the following purposes :

Please tick all that apply

- Photo Albums
- Displays
- Staff coursework
- Printed media
- Internet
- Club newsletter/ brochure

Child's Name: (Block capitals)

Parent/guardian Name(s): (Block capitals)

Address:

What are your child's favourite activities?

Is there anything your child does not like (particular foods, games etc.) or is frightened of?

Any other information you think Fun Pack should know about your child: *(e.g. statements of Educational Needs)*.

Does your child have a EHA? yes/ no

Parent/guardian Signature(s):

Date:

Terms and Conditions form

I/We accept the terms and conditions as stated in the Parent Information pack on pages 17-19

Email address for invoicing and correspondence

Date

Name (Block Capitals)

Signature

Child's Name (Block Capitals)

All About Me (to be completed by Reception children's parents)

When I'm at home I like to	At school I like to.....	
My favourite snacks are	All About Me! Name: D.O.B: Date:	I can do.....
I need help to.....	I don't like it when	



Babraham Nursery and Babraham Fun Pack

DATED

May 2018

GDPR PRIVACY NOTICE

**CHILDREN ATTENDING THE BABRAHAM INSTITUTE'S BABRAHAM NURSERY AND FUN PACK
AND THEIR PARENTS**

Stephensons Solicitors LLP, 1st Floor Sefton House
Northgate Close, Bolton, BL6 6PQ

WHAT IS THE PURPOSE OF THIS DOCUMENT?

working
with you,
for you | **Stephensons**

Babraham Nursery and Fun pack is committed to protecting the privacy and security of your personal information. Babraham Nursery and Fun Pack is part of the Babraham Institute. Babraham Institute is the Registered Provider for both the nursery and Fun Pack.

This privacy notice describes how the Nursery collects and uses personal information about employees of the Nursery (“Employees”), children attending the Nursery (“Child” or “Children”) and the parents of the Children (“Parents”) (known collectively as “You” or “Your”), in accordance with the General Data Protection Regulation (GDPR).

The Babraham Institute is a “data controller”. This means that the Babraham Institute are responsible for deciding on how your personal information is stored. Babraham Institute are required under data protection legislation to notify You of the information contained in this privacy notice.

This notice applies to Children and Parents and does not form part of any contract to provide any other services. Babraham Institute may update this notice at any time but if changes are made, You will be provided with an updated copy of this notice as soon as reasonably practical.

It is important that Parents read and retain this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about You, so that You are aware of how and why we are using such information and what Your rights are under the data protection legislation.

If you have any concerns about how data has been handled please contact the Data Protection controller at dpo@babraham.ac.uk

DATA PROTECTION PRINCIPLES

We will comply with data protection law. This says that the personal information we hold about You must be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for valid purposes that we have clearly explained to You and not used in any way that is incompatible with those purposes.
3. Relevant to the purposes we have told You about and limited only to those purposes.
4. Accurate and kept up to date.
5. Kept only as long as is necessary for the purposes we have told you about.
6. Kept securely.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

There are “special categories” of more sensitive personal data which require a higher level of protection, such as information about a person’s health.

Children:

We will collect, store, and use the following categories of personal information about Children:

- Name
- Date of birth
- Home address
- Dietary requirements
- Attendance information
- Photographs and video clips of the Child to signpost Children to where their belongings are stored at the Nursery that they attend, and also for general display purposes
- Emergency contact and password for collection should Parents be unavailable
- Learning and development records for each Child containing the work of the Child whilst at the Nursery, observations about the Child’s development whilst at the Nursery from Employees of the Nursery, specific examples of the Child’s progress, photographs demonstrating the Child’s development whilst at the Nursery, and personal details of the Child (e.g. their date of birth) (“Progress Report”)
- Records relating to individual Children e.g. care plans, Early Help forms, speech and language referral forms, Early Support information.
- Accidents and pre-existing injuries forms
- Records of any reportable death, injury, disease or dangerous occurrence
- Observation, planning and assessment records of Children
- Medicine authorisation in case of emergency

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about a Child’s race or ethnicity, spoken language and nationality.
- Information about a Child’s health, including any medical condition, health and sickness records.
- Information about a Child’s accident or incident reports including reports of pre-existing injuries.
- Information about a Child’s incident forms / child protection referral forms / child protection case details / reports.
- Early years funding eligibility code

Parents:

We will collect, store, and use the following categories of personal information about Parents:

- Name

- Home address
- Telephone numbers, and personal email addresses.
- National Insurance number.
- Car registration details
- Parental responsibility
- Residential status
- Place of work

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about a Parent’s race or ethnicity, spoken language and nationality.
- Conversations with Parents where Employees of the Nursery/Fun Pack deem it relevant to the prevention of radicalisation or other aspects of the governments Prevent strategy.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

Children and Parents:

Babraham Nursery and Fun pack collect personal information about Children and Parents from when the initial enquiry is made by the Parents, through the enrolment process and until the Children stop using the Nursery’s services.

HOW WE WILL USE INFORMATION ABOUT YOU

We will only use Your personal information when the law allows us to. Most commonly, we will use Your personal information in the following circumstances:

1. Where we need to perform the contract we have entered into with You.
2. Where we need to comply with a legal obligation.
3. Where it is necessary for our legitimate interests (or those of a third party) and Your interests and fundamental rights do not override those interests.

We may also use Your personal information in the following situations, which are likely to be rare:

1. Where we need to protect Your interests (or someone else’s interests).
2. Where it is needed in the public interest or for official purposes.

Situations in which the Nursery will use personal information of Children

Babraham Nursery and Fun pack need all the categories of information in the list above (see Children section within the Paragraph entitled ‘The Kind of Information We Hold About You’) primarily to allow us to perform our obligations (including our legal obligations to Children). The situations in which the Nursery will process personal information of Children are listed below.

- Upon consent from the Parents, Personal Data of Children will be shared with schools or other settings the child attends to work in collaboration with others to meet the needs of the child and for progression into the next stage of their education.
- Personal information of Children will be shared with local authorities without the consent of Parents where there is a situation where child protection is necessary.
- The personal information of Children will be shared with local authorities for funding purposes.
- Ofsted will be allowed access to the Nursery's systems to review child protection records.
- To ensure we meet the needs of the Children
- To enable the appropriate funding to be received
- Report on a Child's progress whilst with the Nursery
- To check safeguarding records
- To check complaint records
- To check attendance patterns are recorded
- When a Child's Progress Report is given to its Parent in order for that Parent to pass the same Progress Report to a school for application or enrolment purposes

Situations in which the Nursery will use personal information of Parents

We need all the categories of information in the list above (see Parents section within the Paragraph entitled 'The Kind of Information we Hold About You') primarily to allow us to perform our contracts with Parents and to enable us to comply with legal obligations. The situations in which we will process personal information of Parents are listed below.

- The personal information of Parents will be shared with local authorities without the consent of Parents for funding purposes. Parents will sign a local agreement from the council to obtain universal and/or extended funding.
- To report on a Child's attendance
- To be able to contact a Parent or a Child's emergency contact about their Child
- The personal information of Parents will be shared with the Babraham Institutes accounts department for purposes of invoicing and account crediting. This includes email addresses, parent and child names, home address, childcare voucher details, HMRC voucher ID and employment status.

If Parents fail to provide personal information

If Parents fail to provide certain information when requested, we may not be able to perform the respective contracts we have entered into with Parents, or we may be prevented from complying with our respective legal obligations to Children and Parents.

Change of purpose

The Babraham Nursery and Fun pack will only use Your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use Your personal information for an unrelated purpose, we

will notify the Parent, as is appropriate in the circumstances.

Please note that we may process a Parent's personal information without their respective knowledge or consent, as relevant to the circumstances, in compliance with the above rules, where this is required or permitted by law.

DATA SHARING

Babraham Nursery/Fun Pack may have to share Parent or Child data with third parties, including third-party service providers and other entities in our group.

We require third parties to respect the security of Your data and to treat it in accordance with the law.

Why might the Nursery share Child or Parent personal information with third parties?

We will share Your personal information with third parties where required by law, where it is necessary to administer the working relationship with You or where we have another legitimate interest in doing so.

Which third-party service providers process my personal information?

"Third parties" includes third-party service providers (including contractors and designated agents), local authorities, regulatory bodies, schools and other entities within our group. The following third-party service providers process personal information about you for the following purposes:

- Local Authorities – for funding and monitoring reasons (e.g. equal opportunities and uptake of funded hours)
- Regulatory bodies – for ensuring compliance and the safety and welfare of the children
- Schools – to provide a successful transition by ensuring information about the child's progress and current level of development and interests are shared

How secure is my information with third-party service providers and other entities in our group?

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect Your personal information in line with our policies. We do not allow our third-party service providers to use Your personal data for their own purposes. We only permit them to process Your personal data for specified purposes and in accordance with our instructions.

When might you share my personal information with other entities in the group?

We will share Your personal information with our finance team for invoicing and account crediting purposes. If you work for the Babraham Institute, we may share some information for Salary sacrifice purposes. Babraham Nursery and Fun pack will also share limited parental information (e.g. name, car registration and access permission) with the BBT Security team, in order to allow parental access to Nursery.

DATA RETENTION

How long will you use my information for?

We will only retain Your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. Details of retention periods for different aspects of your personal information are available in our data storage and retention policy which is available from the manager, which is downloadable from the website.

In some circumstances we may anonymise Your personal information so that it can no longer be associated with You, in which case we may use such information without further notice to You. Once you are no longer a Child benefiting from the Nursery's services or a Parent, as is appropriate, we will retain and securely destroy your personal information in accordance with our data retention policy.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your duty to inform us of changes

It is important that the personal information we hold about You is accurate and current. Please keep us informed if Your personal information changes during your working relationship with us.

Your rights in connection with personal information

Under certain circumstances, by law You have the right to:

- **Request access** to Your personal information (commonly known as a "data subject access request"). This enables You to receive a copy of the personal information we hold about You and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about You. This enables You to have any incomplete or inaccurate information we hold about You corrected.
- **Request erasure** of your personal information. This enables Parents to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove Your personal information where You have exercised Your right to object to processing (see below).
- **Object to processing** of Your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about Your particular situation which makes You want to object to processing on this ground. You also have the right to object where we are processing Your personal information for direct marketing purposes.
- **Request the restriction of processing** of Your personal information. This enables Parents, as is appropriate, to ask us to suspend the processing of personal information about You for example if You want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of Your personal information to another party.

If You want to review, verify, correct or request erasure of Your personal information, object to the processing

of Your personal data, or request that we transfer a copy of Your personal information to another party, please contact the manager in writing.

No fee usually required

You will not have to pay a fee to access Your personal information (or to exercise any of the other rights).

What we may need from You

We may need to request specific information from You to help us confirm your identity and ensure Your right to access the information (or to exercise any of Your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

RIGHT TO WITHDRAW CONSENT

In the limited circumstances where You may have provided Your consent to the collection, processing and transfer of Your personal information for a specific purpose, You have the right to withdraw Your consent for that specific processing at any time. To withdraw Your consent, please contact the manager. Once we have received notification that You have withdrawn Your consent, we will no longer process Your information for the purpose or purposes You originally agreed to. However, this may mean that the provider is in breach of the EYFS, HMRC or insurance requirements, therefore, if parents withdraw consent advice will be taken from ICO and/or Ofsted before information is deleted.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will provide You with a new privacy notice when we make any substantial updates. We may also notify You in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact the Manager or Fun Pack Manager.

If you have any concerns about how data has been handled please contact the Data Protection controller at dpo@babraham.ac.uk

.....

Full name of Child _____

I, _____ (Parent), acknowledge that on _____ (date), I received a copy of the Nursery's/Fun Packs privacy notice for Children and Parents and that I have read and understood it.

Signature

.....

Name

Fun Pack After School and Holiday Club General Data Protection Regulations (GDPR)

Please ensure that you have read our Privacy Notice before signing this form:

We are required to collect information about children and their families to comply with the statutory requirements of, for example, the EYFS, HMRC, the Childcare Register, The Early Years Inspection handbook and Ofsted. In this case, we have a legal reason for requesting the information and do not need consent.

In other instances the questions asked are useful and allow us to do our jobs better (e.g. information about siblings or doctors contact details) but they are not statutory. ICO advise that we are likely to need consent to process this sort of data.

.....

Name of Child:

We understand that some non-statutory personal data is collected by Funpack, and give permission for this to be collected and used by nursery in accordance with the Privacy Notice and Data Retention and Storage Policy.

Signed

Date

Parent Name:.....

BABRAHAM FUN
PACK AFTER SCHOOL
CLUB



HAVE FUN

BABRAHAM 



IT'S FUN
HERE!

by Leigh