

Child Detail Form

Please return this form by - **25th May 2018**

In order to comply with regulatory frameworks and inspectorates across the UK, there is a large amount of statutory data that we must hold and maintain. Some information that we ask you to provide is non-statutory but helps us to do our job better and meet individual requirements. The information that you provide is shared within the nursery where necessary and is stored in the nursery office. Details are also entered on our nursery management software that is password protected. We will ask for specific consent to share information with other professionals such as health visitors and other settings that your child attends. The nursery has a duty to share information with Child Protection agencies where a concern is raised regarding a child being drawn into terrorism and sexual abuse without informing the parent. Information will be stored electronically until the child is at least 21 years and 3 months old. After which, it will be destroyed.

Personal Details

Name of child			
Date of birth			
Home address			
Postcode			
Hair colour		Eye colour	
Religion			
Ethnic origin			
Nationality			
Language(s) spoken at home			
Other settings – nursery/childminder attending.			
Details of any special educational needs/disabilities			
How did you hear about Hardingstone Day Nursery			

About your family

Mother/carer	
Title	
First name	
Surname	
Password	

Home address	
Postcode	
Home tel number	
Mobile	
E-mail	
Work address	
Postcode	
Work tel number	
Hours worked	
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Payment of fees <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Contact in emergency <input type="checkbox"/>

Father/carer	
Title	
First name	
Surname	
Password	
Home address	
Postcode	
Home tel number	
Mobile	
Home email	
Work address	
Postcode	
Work tel number	
Hours worked	
Responsibilities (Tick all that apply)	Parental responsibility <input type="checkbox"/> Payment of fees <input type="checkbox"/> Collect child from nursery <input type="checkbox"/> Contact in emergency <input type="checkbox"/>

Other contacts

Contact one			
Title			
First name			
Surname			
Relationship to the child			
Password			
Address			
Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery	<input type="checkbox"/>	Contact in emergency <input type="checkbox"/>
Contact two			
Title			
First name			
Surname			
Relationship to the child			
Password			
Address			
Postcode			
Tel number		Mobile	
Responsibilities (Tick all that apply)	Collect child from nursery	<input type="checkbox"/>	Contact in emergency <input type="checkbox"/>

Medical details

Does your child have any allergies?	Yes / No (please circle)
If yes, please give details of the cause and reaction	
Does your child have any special dietary requirements?	Yes / No (please circle)

If yes, please give details		
Has your child had all routine immunisations?	Yes	No
If no, what immunisations has your child not received?		
Name of GP		
Name of surgery		
Address		
Postcode		
Telephone number		
Health visitor details		
Name		
Address		
Postcode		
Telephone number		
Name		
Address		
Postcode		
Telephone number		

Signed..... Date.....

Parental Consent

Child's Name.....

I do / do not give consent for Hardingstone Day Nursery to seek medical advice or attention in the event of an emergency.

I do / do not give consent for Hardingstone Day Nursery to apply nappy cream that has been provided by the parent.

I do / do not give consent for Hardingstone Day Nursery to apply sun cream that has been provided by the parent.

I do / do not give consent for Hardingstone Day Nursery to send information to me by e-mail. For example, newsletters, reminders, information etc.

I do / do not give consent for Hardingstone Day Nursery to enter personal data, provided on the child detail form, on the electronic nursery management system (currently kindersoft) for the purpose of registers and invoices, and to receive invoices, and payment reminders by e-mail via this system.

I do / do not give consent for Hardingstone Day Nursery to take photos/videos of my child on a nursery owned camera / ipad

I do / do not give consent for Hardingstone Day Nursery to display photos/videos of my child within the nursery – for example on the child's drawer / display board etc.

I do / do not give consent for Hardingstone Day Nursery to add my child's information (Name, Date of Birth, Gender) and upload photos/videos of my child on the online journal system (currently tapestry) to record experiences and learning. Please be aware that it is very difficult in a childcare setting to obtain photos of an individual child involved in an activity. Children will often be in the background, or involved with the same activity etc. Therefore, by giving consent, photos containing your child are likely to be shared with other parents of children within the nursery on the online journal system.

I do / do not give consent for (parents names)..... to be added to the online journal system (currently tapestry) to access their child's learning journal. Information added will include name and e-mail address.

I do / do not give consent for Hardingstone Day Nursery to display photos of my child on the nursery website or other promotional materials – leaflets etc.

I do / do not give consent for Hardingstone Day Nursery to use photos of my child in nursery newsletters.

I do / do not give consent for Hardingstone Day Nursery to allow parents to take photos that may contain my child during special events. For example, during sports days etc.

I do / do not give consent for my child to be included in any photo days that are organised by Hardingstone Day Nursery, but taken by outside agencies, for example tempest etc.

I do / do not give consent for Hardingstone Day Nursery to share details of my child with other settings / schools that they attend or are joining for the purpose to share the child's development and learning.

I do / do not give consent for Hardingstone Day Nursery to take my child on planned outings within the village. For example, to the park or post office.

Please ensure all persons with parental responsibility sign and date the consent form.

Signed..... Date.....

Signed..... Date.....