

Safeguarding and Welfare Requirement: 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 sections of our community have access to the setting through open, fair and clearly communicated procedures.

Procedures

- We ensure that the existence of our setting is widely advertised in places accessible to all sections of the community. We will place notices of advertising Landulph Under Fives in places where all sections of the community can see it.
- We liaise with the local providers of the wellbeing of children to advertise the services of Landulph Under Fives, e.g. the local Health Visitors, Doctors surgeries, Family Services etc.
- 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 on a first come, first served basis.
- We offer funded places in accordance with the Code of Practice for Cornwall 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, including child minders and families from all cultural, ethnic, religious and social groups, with or without disabilities.
- 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- Failure to comply with the terms and conditions may ultimately result in the provision of a place being withdrawn.

This policy was adopted by Landulph Under Fives *(name of provider)*
On _____ *(date)*
Date to be reviewed _____ *(date)*
Signed on behalf of the provider _____
Name of signatory _____
Role of signatory (e.g. chair, director or owner) _____

Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)