Acknowledgement of Receipt of Policies & Procedures

Updated 03.2018



**References**

**Early Years Foundation Stage** (DfE, Sept 2017)

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/596629/EYFS_STATUTORY_FRAMEWORK_2017.pdf>.

Statutory information has been taken from the following source – [www.foundationyears.org.uk](http://www.foundationyears.org.uk).Information sourced from the Department for Education has been reproduced as per the Open Government Licence for Public Sector Information, which can be viewed on the following website – <http://www.nationalarchives.gov.uk/doc/open-government-licence>.

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**General Data Protection Regulation** (GDPR, May 2018) detailed on the ICO website - <https://ico.org.uk>.

Advice should be sought from the ICO helpline if any details remain unclear – 0303 123 1113 (local rate call).

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**Introduction**

**Required Policies and Procedures**

The Policies and Procedures which must be in writing to comply with the Early Years Foundation Stage (EYFS, 2017) and Childcare Register (2016) are –

* **Safeguarding and Child Protection** - see ‘Safeguarding and Child Protection P & P’ guide for information about suggested contents of your Safeguarding and Child Protection Policy and Procedures
* **Complaints** – see ‘Complaints Procedures and Record’ guide

Other written Policies and Procedures you might find useful include –

* **Behaviour** - including information about your procedures for physical intervention.
* **Emergency evacuation** of the premises.
* **Fees** – see Fees Policy (part of the FREE accounts package from Childcare.co.uk).
* **SEND** – including information about equality of opportunity and diversity.
* **Health and Safety** - including information about accidents, injury and first aid reporting, healthy eating, your illness and sickness procedures, no smoking rules, visitor procedures and risk assessment arrangements.
* **Medication Administration** including arrangements for emergency medication administration.
* **Working with Parents**
* **Working with other Professionals** / **Agencies**.

These policies and procedures should be shared with parents and a copy should be made available (maybe on your website or in an email as a .pdf document) so parents can read them at any mutually convenient time. Many childminders have a file of policies and procedures for parents to read.

Policies and procedures should be updated annually and as legislation or Local Authority guidance changes.

Please see Childcare.co.uk Information Guide ‘Policies and Procedures for Childminders’ for more detailed advice about how to write your policies and procedures.

**Update for GDPR – May 2018**

The General Data Protection Regulation (GDPR) requires providers to consider why they are processing data about children and their families, how it will be stored and when it will be deleted.

Data will be processed in compliance with the 6 principles of GDPR – lawfully and fairly; for specific, explicit and legitimate purposes; limited to what is necessary; accurately; for no longer than is necessary; securely.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/principles/>.

Parents are informed about their rights in the Privacy Notice including – the right to be informed; the right of access; the right to rectification; the right to erase; the right to restrict processing; the right to data portability; the right to object; rights in relation to automated decision making and profiling.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>

The lawful / legal basis for processing personal data will be advised in the Privacy Notice. The 6 legal basis for processing personal data are - consent, contract, legal obligation, vital interests, public task, legitimate interests.

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/lawful-basis-for-processing/>.

**In relation to the attached document/s –**

* **What data is processed?** – Parent confirmation that policies and procedures have been read and understood.
* **Data refers to** – child details; parent signature; staff signature.
* **Lawful / legal basis for recording the data** – the legal basis for processing Policies and Procedures is ‘legal obligation’ and the legal basis for processing this data is ‘legitimate interest’.
* **Data sharing** – the document may be shared on request with other agencies including Ofsted.
* **Data storage** – the document will be stored securely in paper format.
* **Data retention** – see Information Guide ‘Retention Periods for Documentation’ from Childcare.co.uk.
* **Data destruction** – after the required length of time, the document/s will be shredded.

Acknowledgement of receipt of Policies and Procedures 

Date -

Parent name -

Child’s name (date of birth) –

|  |  |
| --- | --- |
| **Policy / Procedure** | **Yes / no / comment...** |
| Safeguarding and Child Protection |  |
| Complaints  |  |
| Fees |  |
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Please confirm that you have received a copy of, read and understood the policies and procedures detailed above. Please let me know if you have any concerns about the content of any of the policies and procedures.

Parent signature - Date -