

## 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

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 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 have a waiting list for child places.
- We offer funded places in accordance with the governments: 'Free Early Education.' 15 hours may be claimed subject to availability.
- Our setting and its practices are welcoming and make it clear that fathers, mothers, other relations and carers are all welcome. We have an open door policy.
- 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 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 - Equality of opportunity policy.
- 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.
- We **only** offer the **UNIVERSAL** Free Early Education (FEE) for funded children of up to 15 hours per week. (Please see our Free Early Education Policy structure) as we are a registered charity.
- The setting will work in an atmosphere of mutual respect with parents and encourages close links. We expect staff and parents to communicate with respect towards each other. Should an altercation occur the Committee expects the staff to behave professionally in these difficult circumstances, seeking involvement from colleagues where appropriate. Behaviours that are considered serious and unacceptable presented

by a parent can be found on our, Managing behaviour form visitors policy,' and actions will be taken should they arise; your child could forfeit their placement.

This policy was adopted by

Culverstone Green Nursery

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11/01/2021

Name of Committee persons adopting:

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Jenny Johnson

Role of signatory

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Chairperson

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