



## NURSERY PLUS MID DEVON



WILCOMBE PRIMARY SCHOOL  
LAZENBY ROAD, TIVERTON, DEVON, EX16 4AL

### PRIVACY NOTICE FOR HOST SCHOOLS WITH NURSERY PLUS BASES

#### Nursery Plus Referral and Consent Form

Wilcombe Primary School (part of the Ventrus Multi Academy Trust) will act as a 'data controller' for any personal data that you provide to us. As such, we will ensure that the data you give us is processed in line with our school's data protection policies and in line with your rights under the Data Protection Act 2017 and the EU General Data Protection Regulations.

Should you wish to find out more about Wilcombe Primary School's data protection policies please contact our Data Protection Officer, Emma Emery, via [DPO@ventrus.org.uk](mailto:DPO@ventrus.org.uk).

Devon County Council is the data processor.

Please note that failure to provide your personal data may make it difficult for us to provide services to you and your child.

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| <b>How is this collected?</b>          | <p>Early Years staff in preschools, nurseries and with childminders and parents complete the form together. It is a paper copy that must be signed by the parent and the Early Years Provider and is submitted to the local Nursery Plus base at our school.</p> <p>The form may also be scanned and securely emailed to the Nursery Plus base by the Early Years Provider.</p>  |
| <b>Key Purposes of Data Collection</b> | <p>The form is used to collect information about your child, for the Nursery Plus Admissions Meeting, who has been put forward for support by their preschool, nursery or childminder.</p> <p>Information regarding your child's needs is discussed at the Nursery Plus Admissions Meeting with other members of the Nursery Plus Team. This helps the team to determine whether a place will be allocated and the best ways to support your child.</p> <p>The Nursery Plus service is funded and managed by Devon County Council however the staff are employed by our school; the host schools may or may not be local authority-maintained schools.</p> |
| <b>Information Collected:</b>          | <b>Reason and what it is used for</b>  |
| Childs name                            | To identify the child and ascertain what language is spoken at home.   |
| Childs gender                          | If it is not English this information will be used to determine whether support may be required to ensure clear communications with the child and the family.  |
| Childs date of birth                   |  |

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| Language spoken at home   |   |
| Is the child in care, under a special guardianship or protection order or adopted | These children are given a higher priority.   |
| Start date at referring provider  | <p>The length and amount of time that the child has been attending the provider will inform the referral process. For example, if a child has only attended for a very short amount of time it may be decided that they need more time to settle in or if a referral has been made after the child has attended the provider for over a year more information may be needed as to why the referral was not made sooner.</p> <p>Sometimes it may be appropriate to advise that the number of sessions attended is increased or reduced.</p> <p>Attendance times are also helpful to know when planning support and meetings.</p> |
| Sessions and times attended   |   |
| Other providers attended and start date   | As above and we may also need to find out more about the child and other provider.  |
| Is or has the child been 2-year-old funded?                                       | The criteria relating to funded two-year olds may mean that a higher priority for a Nursery Plus Place is given.  |
| Does the child receive Early Years Pupil Premium?                                 | The early years provider will be receiving extra money for your child if they receive Early Years Pupil Premium funding. Knowing what resources are already in place to support your child will inform the decision-making process.   |
| Has the child had Let's Talk More intervention?                                   | The outcome of initial screen and of the re-screen will provide more specific information to support the admissions decision.   |
| Is the child in receipt of Inclusion Funding?                                     | If Devon County Council is providing Individual Inclusion Funding for your child, the Nursery Plus team need to know what level the funding is being given at to inform the referral process.   |
| All questions under the heading   | The Nursery Plus team may need to contact other professionals about assessments that have been made for your child or family.   |

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| 'Support Provided'  | We may need to find out more information to help us decide on the referral.   |
| Referral criteria, information & assessments made by the Early Years Provider | This is information that Early Years staff have gathered about your child that can tell the Nursery Plus Admissions team about your child's development. It will be based on observations and interactions that they have had with your child whilst they are at the provision.   |
| <b>How is it processed?</b>   | <ol style="list-style-type: none"> <li>1. The parent and provider complete the form together.</li> <li>2. The provider sends the form by post or scans and emails it to the school where the Nursery Plus base is located.</li> <li>3. The school saves the information to a secure database and/or a file.</li> <li>4. The form is securely sent by Nursery Plus staff to Devon County Council for the Nursery Admissions Panel to discuss and allocate places and establish the best way to meet your child's needs.</li> </ol> <p>Anonymised information is used to write the annual Nursery Plus report which provides information on our service to the people who fund Nursery Plus. Some anonymised tracking of Nursery Plus children's school performance data may also be used to provide information to the people who fund Nursery Plus.</p> |
| <b>Who will we share it with?</b>   | <p>Access to your personal information will only be given to individuals who are working with you and your family and who have reason to see it, this is so that the services provided to you can be well co-ordinated and meet your needs.</p> <p>The information may be shared without your permission if the safety of the child, family or any other person is at risk.</p> <p>If we receive a request to share information, an authorised member of staff will check the details on the form before any information is released.</p>   |
| <b>How long will we store your personal data?</b>                             | <p>This data will be securely retained for 25 years by Devon County Council.</p> <p>The school will destroy the forms in line with current recommendations. Currently, this means that all paper copies will be destroyed at the end of Nursery Plus support. Key documents will be uploaded onto a secure school server and kept securely by the school until the child is 25 years of age.</p> <p>See the Early Years Providers Privacy Notice for the length of time that they will store your personal data.</p>  |
| <b>Other uses</b>   | None  |