

## General 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

#### Statement of intent

It is our intension 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.
- we ensure that information about our setting is accessible.
- We arrange our waiting list in birth order. In addition our policy may take into account the following:
  - Siblings already attending the setting.
  - the vicinity of the home to the setting; and
  - Where possible, equal number of boys and girls
- Describe the setting and its practises in terms which make it clear that it welcomes both fathers and mothers, other relations and other carers, including childminders, and people from all cultural, ethnic, religious and social groups, with and without disabilities.
- We describe our setting and its practices in terms of how it treats each child and their family, having regard to their needs arising from their gender, special educational needs, disabilities, social background, religion, ethnicity or from English being a newly acquired additional language.
- Monitor the gender and ethnic background of the children joining the Kindergarten to ensure that no accidental discrimination is taking place.
- We describe our setting and its practices in terms of how it enables children and/or parents with disabilities to take part in the life of the setting
- We monitor the gender and ethnic background of children joining the group to ensure that our intake is representative of social diversity
- We make our Valuing Diversity and Promoting Equality Policy widely known
- Be flexible about attendance patterns so as 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.

This policy was adopted at a meeting of	Ringrose Kindergarten Chelsea	name of setting
Held on	14th October 2017	(date)
Date to be reviewed	October 2018	(date)
Signed on behalf of the management committee		
Name of signatory	Lucy Hustler Parker	
Role of signatory (e.g. chair/owner)	Owner	

#### Other useful Pre-school Learning Alliance publications

- Seasonal Hello Posters (2006)

[Admissions](#)