

Childcare Provider Profile

Please complete in **BLOCK LETTERS**, sign and return within 5 working days in the prepaid envelope provided. We suggest that you retain a copy of this form for your own records.

1. CONTACT INFORMATION

Information given out to the public by telephone, post/fax/email, and published on the Internet

Name of setting:	
Type of setting: Crèche <input type="checkbox"/> Childminder <input type="checkbox"/> Full day nursery <input type="checkbox"/> Out of school club <input type="checkbox"/> Independent School <input type="checkbox"/> Nanny <input type="checkbox"/> Pre school nursery <input type="checkbox"/> Holiday play scheme <input type="checkbox"/>	
Telephone number:	
<p>This number must be accessible to all, including caller who withhold their number. It is also best practice to have an answer machine in place.</p> <p>Tick just one box below:</p> <p>Show my own name and <i>own contact number</i>: <input type="checkbox"/></p> <p>Show my own name and <i>Family Information Service phone number</i>: <input type="checkbox"/></p>	
Full postal address:	
<p>Important notes:</p> <p>If you provide childcare from your or someone else's home you may tell us to hide part of the address on the Internet and other digital media. This will prevent people from finding out your specific address.</p> <p>In this case, we will only allow part of your postal address to be published. People searching online or using digital searches may find it more difficult to find details about your services as a result. On section 13 of this form you can either give or withhold your consent by ticking the relevant box.</p> <p>In order for parents to be able to make a more informed choice about their childcare options the FIS will be including some new information on our public listings about childcare providers in the borough. The following new information will be provided:</p> <ul style="list-style-type: none"> • Date of registration and which register/s you belong to • Ofsted Unique Reference Number 	
E-mail address:	Fax Number:
It is best practice to use a professional e-mail account.	

Correspondence address:

This information is not given out to the public. It is used by Early Years and the Family Information Service only.

Full name:	
Full postal address (if different from above):	
Telephone number (if different from above):	Mobile telephone number:
E-mail address (if different from above):	

2. OPENING HOURS

Opening hours	AM		PM	
	From	To	From	To
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				

Other opening hours information, for example: term time only

Please select the holidays you provide childcare for:

Christmas	<input type="checkbox"/>	Spring half term	<input type="checkbox"/>	Easter	<input type="checkbox"/>
Summer half term	<input type="checkbox"/>	Summer	<input type="checkbox"/>	Autumn half term	<input type="checkbox"/>

3. CHARGES

Please select one option only from the rate you prefer to use.

Per hour (£)	Per half day (£)	Per full day (£)
1 to 5 <input type="checkbox"/>	5 to 15 <input type="checkbox"/>	35 to 45 <input type="checkbox"/>
6 to 9 <input type="checkbox"/>	15 to 25 <input type="checkbox"/>	46 to 55 <input type="checkbox"/>
10 to 12 <input type="checkbox"/>	25 to 35 <input type="checkbox"/>	56 to 75 <input type="checkbox"/>

Does your setting offer Nursery Education Funding?

Yes No

4. VACANCIES

Do you have current vacancies?

Yes No

Do you have a waiting list in place?

Yes No

Additional vacancy information

Age range provided for (for example - 0 to 5 years):

5. STAFF QUALIFICATION/S

Please indicate which childcare / play-work related qualification staff in your setting hold

Level of Qualification	Number of staff at setting with this qualification	
Early Years Professional status	<input type="checkbox"/>	
Qualified Teacher status	<input type="checkbox"/>	
Level 6 (Degree) Please state title:	<input type="checkbox"/>	
Level 5 (Foundation Degree)	<input type="checkbox"/>	
Level 4 (Year1 FD, NVQ4)	<input type="checkbox"/>	
Level 3 (NVQ3, BTEC National Extending Childminding Practice – ECP, Diploma in Home-based Childcare)	<input type="checkbox"/>	
Level 2 NVQ2, BTEC First Diploma/ Cert, Cache etc	<input type="checkbox"/>	
Working towards a level 3	<input type="checkbox"/>	
Working towards a level 2	<input type="checkbox"/>	
Introduction to Childcare Practice (ICP) or Pre-registration Training	<input type="checkbox"/>	
Other qualification, please include the level	<input type="checkbox"/>	

6. SCHOOL AND NURSERY DROP OFF AND COLLECTION

Please state which schools and nurseries you include

Please select which mode of transport you use

Walk	<input type="checkbox"/>	Cycle	<input type="checkbox"/>
Car	<input type="checkbox"/>	Train	<input type="checkbox"/>
Bus	<input type="checkbox"/>	Mini-bus	<input type="checkbox"/>
Other			

7. FACILITIES please tick all those that apply to your setting

Childcare vouchers	<input type="checkbox"/>	Nearby parking	<input type="checkbox"/>
Car	<input type="checkbox"/>	Term time only	<input type="checkbox"/>
Garden or outdoor area	<input type="checkbox"/>	Unsociable hours	<input type="checkbox"/>
Wheelchair access	<input type="checkbox"/>	Short term care	<input type="checkbox"/>
Emergency care	<input type="checkbox"/>	Separate baby room	<input type="checkbox"/>
Registered for overnight care	<input type="checkbox"/>	Sign language	<input type="checkbox"/>
Wrap around care	<input type="checkbox"/>	Lift access	<input type="checkbox"/>
Meals and/or snacks provided	<input type="checkbox"/>	Accessible toilet	<input type="checkbox"/>
Have more than one floor	<input type="checkbox"/>	Do you use real nappies	<input type="checkbox"/>
Works with an assistant	<input type="checkbox"/>	CCTV	<input type="checkbox"/>
Do you have pets?	<input type="checkbox"/>	Please state what kind:	<input type="checkbox"/>

E.g. suitable for child with special needs.
Or would you if there was a demand to?

Please state all languages spoken at the setting, including any sign languages used:

8. TYPE OF PREMISES please select one option

School	<input type="checkbox"/>	Church hall	<input type="checkbox"/>
Community room	<input type="checkbox"/>	House	<input type="checkbox"/>
Bungalow	<input type="checkbox"/>	Flat	<input type="checkbox"/>
Annexe	<input type="checkbox"/>	Other	

9. QUALITY ASSURANCE

What professional body (if any) do you belong to? E.g. NCMA, Childminding Network or NDMA Please specify	Yes <input type="checkbox"/> If yes, please specify	No <input type="checkbox"/>
Do you have a Quality Assurance mark? (Please tick one)	Yes <input type="checkbox"/> If yes, please specify	No <input type="checkbox"/>

10. INSURANCE DETAILS

Insurance company:	Expiry Date:
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11. ETHNICITY INFORMATION

*Ethnicity monitoring: This information is not given out to the public.
It is used by Early Years and the Family Information Service only.*

White	British	Irish	Albanian	Other	
Mixed	White & Black Caribbean	White & Black African	White & Asian	Other	
Asian	Indian	Pakistani	Bangladeshi	Other	
Black	Caribbean	African	Other		
Other	Chinese	Vietnamese	Middle Eastern	Afghan	Any Other:

12. DECLARATION

London Borough of Richmond Upon Thames Family Information Service: agreement for use of information from providers of services for families

How we will use your information

Introduction:

London Borough of Richmond Upon Thames (throughout this document referred to as “we” or “us”) would like to make information – about you and the services you provide – available to other local authorities, members of the public and other services which parents use.

If you agree to us using this information, we will be able to:

- promote your services to parents, carers and other professionals
- provide you with details of training, development and other opportunities.

Under the Data Protection Act 1998

We need your permission to store and use the information that you give us because some of it may be personal data or sensitive personal data. We will be a data controller under this Act.

The personal data could be your name, email or home address and other contact details. It could also appear in a description of the services being provided by an individual (as opposed to an organisation).

The information could also – because of your involvement in delivering a particular activity or otherwise – contain sensitive personal data pertaining to your racial or ethnic origin or religious beliefs, for example.

Allowing us to use information you ‘own’:

You may own the copyright or other similar rights in some of the information that you give us, for example text that describes your services that appear on your website, within leaflets or other marketing materials.

In case this applies to some of the information you give us, we need your agreement to store, use and pass on this information as well.

Your agreement:

BY

providing us with your information – which may include personal data, sensitive personal data and information in which you own the copyright or other similar rights

AND

completing the attached consent form

YOU ARE

specifically giving us permission to:

1. store the information you have given us and use it for the following purposes:
 - helping you promote your services
 - providing information to parents and prospective parents
 - helping them choose services which fit their needs
 - running our Families Information Service
 - assessing whether there are enough services of the right kind available locally
 - contributing to government initiatives to support and provide information to parents

2. depending on which options you select, make this available to members of the public:

- verbally -by phone or face-to-face
- in writing – in print or by email or fax
- digitally – see below for an explanation of this

3. if you select the Parent Know How Directory option, pass your information to the Directory (as explained below) and allow the Department for Children Schools and Families to:

- publish your information on Government websites (such Directgov)
- allow other duly authorised organisations to publish your information.

Understanding digital publishing:

Digitally means:

- via the Internet, for example on websites or other online services
- on mobile phones on websites designed for mobiles, mobile applications and text or MMS messaging
- within kiosks
- digital displays for example televisions, monitors and projectors
- other digital communications mechanisms and devices.

By agreeing to us making your information available digitally, you are enabling us to publish it on, for example:

- our Families Information Service website: www.richmond.gov.uk/fis
- kiosks in other Council buildings, libraries or children's centres

It is really important that you do allow us to make your information available in these ways because they are often the most convenient ways for parents to access it.

Personal data on the Internet:

Information, personal data, and sensitive personal data available via the Internet may be accessed in territories outside the European Union, which may operate different levels of data protection than apply within the European Union.

For home child-carers only:

If you provide childcare from your or someone else's home you may tell us to hide part of the address on the Internet and other digital media. This will prevent people from finding out your specific address.

In this case, we will only allow part of your postal address to be published. People searching online or using digital searches may find it more difficult to find details about your services as a result.

Parent Know How Directory:

The Department for Children Schools and Families (DCSF) has set up a service which is intended to assist parents in accessing information on services for families. This is called the Parent Know How Directory.

If you select the Parent Know How Directory option on the consent form:

- your information will be shared with DCSF who will include it in this Directory.
- the DCSF will allow other duly authorised organisations to make your information – which may include personal data and sensitive personal data – available

DCSF will be the data controller under the Data Protection Act 1998.

The 'other duly authorised organisations' could include:

- schools
- children's centres
- voluntary organisations
- charities
- companies

who the Department has evaluated as suitable, who can help us reach more parents and who have to abide by a code of conduct.

The code of conduct and an up-to-date list of the organisations that DCSF have authorised in this way is available at:

<http://www.dcsf.gov.uk/parentknowhow/directory.shtml>

How we will handle your information:

The London Borough of Richmond Upon Thames is required to store your personal data and sensitive personal data securely as required by the Data Protection Act 1998.

The information you supply to us – which may include personal data and sensitive personal data – will be stored and used by us for a maximum of 6 months.

We will then contact you again and ask you to confirm that it is still accurate. We will also ask you to confirm if – and in what ways – you still want it to be made available.

If you do not provide this confirmation within 2 months the information will be deleted from our systems and the systems of all the organisations that we have shared it with.

13. CONSENT FORM – PLEASE TICK OPTION BOXES AND SIGN

Consent form for providers of services for families:

I have read and understood the explanation provided in this Agreement for use of information from providers of services for families. I understand that it is a fair processing and privacy notice under the Data Protection Act 1998.

I consent to you making available to the public the information I have supplied – which may include personal data and sensitive personal data – in the following ways (please tick each box you wish to give consent for):

- by phone or face to face
- in writing, in print or by email or fax
- digitally by us (as explained in the notes which accompany this form)
- via Parent Know How Directory

If I have selected the Parent Know How Directory option

I agree to:

- the information I have supplied being passed to and used by the Department for Children Schools and Families
- the Department for Children Schools and Families permitting duly authorised organisations to publish this information

(as explained in the notes which accompany this form).

For childminders only:

If I have selected either or both of the 'digitally by us' or Parent Know How Directory options above I:

- do
- do not

want my full address to be published.

Name _____

Signature _____

Setting name _____

Date _____

Getting access to your information:

You can see how your information appears to the public by going to:

- www.richmond.gov.uk/fis
- www.familyservices.direct.gov.uk
- www.childcarefinder.direct.gov.uk

You have the right to ask for a copy of any personal data or sensitive personal data we store about you. Please contact us at:

The Information Lawyer
Civic Centre
44 York Street
Twickenham
TW1 3BZ
Telephone: 0208 891 7948
Email: foi@richmond.gov.uk

If you are unhappy:

If you are unhappy about anything relating to the processing or use of your personal data or sensitive personal data, please contact us at:

Children's Services and Culture
Regal House
London Road
Twickenham TW1 3QB
Telephone: 020 8891 7500
Email: education@richmond.gov.uk

If you are not satisfied with our response, you may complain to the Information Commissioner's Office. Their helpline number is 08456 30 60 60. Information on and forms for making complaints are available at http://www.ico.gov.uk/complaints/data_protection.aspx