**LBHF EARLY YEARS TEAM**

**CONSENT FORM**

|  |  |
| --- | --- |
| **Early Years Team** | 145 King Street, Hammersmith, London, W6 9XYMore information at: [www.lbhf.gov.uk](http://www.lbhf.gov.uk/) |

|  |
| --- |
|  **Child’s Details**  |
| Name:  | Date of Birth:  | Current Age: |
| Length of time attended the setting:  | Days/hours at setting per week:  | Gender:  |
| Main language(s) spoken at home:  | Languages spoken by the child:  |
| **Person(s) with Parental Responsibility Details** |
| Name(s):  | Relationship to child:  |
| Email Address:  |
| Contact number:  |
| Current Home address: |

|  |
| --- |
| **Any relevant information and main concerns (setting):**   |
| **Any relevant information and main concerns (Parents/Carers):** |
| **What would you like to be different as a result of our work together:** |
| **Are there any other external professionals involved?**  | [ ]  Yes [ ]  No[ ]  Referral made/on waiting list |
| **If yes, please provide some brief information.**  |  |

I agree that members of the Early Years Advisory Team, who are providing advice

and support to the setting, can make a focussed observation of my child, in order to support staff to meet my child’s individual needs.

I understand that:

* These observations will be recorded in an Early Years Advisory Team standard format.
* They will be shared with me, the Special Educational Needs Co-ordinator (SENCO) of the setting and relevant staff who are working directly with my child.
* The observations are intended to develop the best possible provision of the learning opportunities offered by staff to my child in terms of environment, activities and adult-child interactions.
* The observations are not diagnostic, and the Early Years Advisory Team will not be working directly with my child.

All material and information will remain confidential to me and to the professionals concerned.

**Form completed by:**

Signed:………………………………………………………………………………………....

Name:…………………………………………………………………………………………..

Role:……………………………………………………………………………………………

Date:……………………………………………………………………………………………

**Person(s) with Parental Responsibility consent:**

I have discussed the above information and agree to give consent for a member of the Early Years Advisory Team to complete a focused observation of my child. I consent to the information in this form, and the observation summary being shared with the Early Years Advisory Team. Please tick the relevant box:

**Yes**, I give consent [ ]

**No**, I do not give consent [ ]

Signed:…………………………………………………………………………………………

Name:…………………………………………………………………………………………..

Date:……………………………………………………………………………………………

**Privacy Notice (How we use CYP information)**

The Early Years and Early Years Inclusion Team’s hold the legal right to collect and use personal data relating to Children, Young People and their families, and we may also receive information regarding them from their previous setting, LA and/or the DfE.

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law.

**The categories of CYP information that we collect, hold and share include:**

* Personal information (such as name, unique pupil number and address)
* Characteristics (such as ethnicity, language, nationality, country of birth, LAC, CiN and free school meal eligibility)
* Attendance information (such as sessions attended, number of absences and absence reasons)
* SEND information
* Relevant medical information
* National Curriculum Assessments/results
* Individual Assessment Data
* Exclusion / Behaviour Information

**Why we collect and use this information**

We collect and hold personal information relating to children on the caseloads of our team and may also receive information about them from their previous setting/school, local authority and/or the Department for Education (DfE) as well as Health Providers.

We use the Child’s data:

* to support learning and access
* to monitor and report on progress
* to provide appropriate specialist support and interventions for Child
* to provide appropriate specialist support for families
* to assess the quality of our services
* to comply with the law regarding data sharing
* to safeguard children and young people

**The lawful basis on which we use this information**

In accordance with General Data Protection Regulation (GDPR). 25th May 2018