Documentation and Information Policy

Safeguarding and Welfare Requirements / 3.16, 3.49, 3.51, 3.68, 3.69, 3.70, 3.71, 3.72, 3.73, 3.74, 3.77

Skylark Day Nursery is aware of its obligations with regards to storing and sharing information under the General Data Protection Regulation (GDPR) 2018 and the Freedom of Information Act 2000. It is also committed to complying with the legislation and the guidance. The manager and staff must be aware of the implications of the data protection and freedom of information legislation and of all roles and responsibilities.

The setting is committed to being open to parents/carers regarding its policies and procedures and the information that each setting may hold on a child. Records and information will be available to parents/carers upon written request. There may be exemptions to this rule, but a letter will confirm this, stating the reason for any refusal in line with the Information Commissioner's Office.

Record Keeping

Information kept on a child will include the following:

- Birth name (and any other name by which the child is known)
- Date of birth
- Gender
- Religion
- Languages spoken
- Home address and telephone numbers
- Parent's/carer's name, who is known to the provider
- Name of parent/carer the child normally lives with
- Who is legally responsible for the child
- Parent's/carer's place of work and contact number (including emergency contact)
- Any other emergency contact names, relationship to the child and contact details
- Family doctor's name, address and telephone number
- Details of any special dietary requirements, allergies, food and drink preferences, needs of child
- List of immunisations
- Any other information relating to the child that educators or parents feel is relevant.

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The setting must record and submit the following to their local authority about individual children receiving the free entitlement to Early Years provision as part of their Early Years census.

- Full name
- Date of birth
- Address
- Gender
- Ethnicity
- Special educational needs status
- The number of funded hours taken up during the census week
- Total number of hours (funded and unfunded) taken up at the setting during the census week.

Additionally, in accordance with our policies, other records will be kept and maintained by the setting:

- An up-to-date record of all staff, students and volunteers who are working at the setting including their name, address, telephone number, the number and date of the Disclosure and Barring Service (DBS) check, qualifications and emergency contact name, address and telephone number.
- A record of any other individuals who either reside on the premises or are regular visitors to the setting and their contact details.
- The attendance registers.
- An up-to-date waiting list with details of all children waiting for a place at the setting.
- Records of planned activities, including any off-site visits and outings.
- Records of any medication being held by the staff for children on behalf of the parent/carer.
- Records of signed emergency treatments authorised by the parent/carer.
- A fully completed and up-to-date accident, incident book and fire book.
- An up-to-date admissions list that will be kept nearby in case of a fire and/or other emergency.

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Information on children will be kept in a locked file or office; the information will be restricted to all the staff where appropriate. The manager is responsible for keeping up-to-date records on the children. All records relating to an individual child will be retained for two years from the last day the child attended Skylark Day Nursery. On completion of this time period, all records will be deleted, and any paperwork will be securely shredded.

Notification

Skylark Day Nursery recognises that it is their responsibility to notify parents/carers, Ofsted and staff of any changes to the setting.

If changes are to be made to the setting, the setting owner will contact anyone that will be affected as soon as possible. If there are significant proposed changes, there will be consultation with anyone who is directly affected.

It is mandatory for Ofsted to be informed of:

- any change in the manager or deputy manager of the setting
- any significant changes to the premises
- any significant change to the operational plan of the setting
- any event that is likely to affect the suitability of the manager or owner
- any changes to the company
- any complaints made against the setting
- where two or more children suffer from food poisoning
- any allegation of abuse by a member of staff or volunteer or any abuse that has allegedly taken place on the premises
- any significant event that is likely to affect the suitability of any person who is in regular contact with children
- any serious accident, illness or injury to, or death of, any child while in their care
- any other significant events.

THIS POLICY WILL BE REVIEWED ANNUALLY February 2022