

# RECORDING OF INFORMATION

## INTRODUCTION

BBDN understands that they must obtain and maintain records and share information (with Parents and carers, other professional working with the child, and the police, social care and Ofsted as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met- **Statutory Framework for the Early Years Foundation Stage- 2012:26**

Bright Beginning Day Nursery will ensure that all staff understands the need to protect the privacy of the children in their care as well as the legal requirement that exists to ensure that information relating to the child is handled in a way that ensures confidentiality.

Bright Beginning Day Nursery will ensure that all records are maintained to ensure the safe and effective management of the setting, and to help ensure the needs of all children are met.

We will ensure that there is a regular two-way flow of information with parents and/or carers and between providers, if a child attending more than one setting.

## DATA PROTECTION ACT 1998

The Data Protection Act regulates how people's personal information is used and protects them from misuse of their personal details.

It provides a common-sense set of rules which prohibit the misuse of their personal information without stopping it being used for legitimate or beneficial purposes.

The details of the Data Protection Act are quite complex, but at the heart of it are eight common-sense rules known as the Data Protection Principles.

These require personal information to be:

Fairly and lawfully processed;

Processed for limited purposes;

Adequate, relevant and not excessive;

Accurate;

Not kept longer than necessary;

Processed in accordance with the rights;

Kept secure;

Not transferred abroad without adequate protection.

As a company that records personal information, we are required by law to comply with these Principles.

The Act provides stronger protection for sensitive information about individual's ethnic origins, political opinions, religious beliefs, trade union membership, health, sexual life and any criminal history.

#### **INFORMATION REQUIRED FOR THE ADMISSION OF EACH INDIVIDUAL CHILD**

- Name in full
- Date of birth
- Ethnic origin
- Custom and beliefs
- Religion
- First language spoken
- Address
- Telephone number
- Parents contact details
- Emergency details
- Names and contact details of any other professional working with the child, e.g. health visitor social worker, speech therapist etc.
- Medical information
- Special health requirements
- Who has legal contact with the child
- Who holds parental responsibility for the child
- If there is Early Help in place

We will ensure that all confidential information and records are held securely and only accessible and available to those who have a right or professional need to see them. BBDN is fully aware of our responsibilities to allow such access to information or records under the Data Protection Act (DPA) 1998 and where relevant the freedom of information Act 2000.

The Data Protection Act, with some exceptions, gives you the right to find out what information is held about you by organisations. This is known as the 'right of subject access'. On written request, you are entitled to be supplied with a copy of all the information an organisation holds about you.

The organisation may charge a fee for providing the information, up to a maximum of £10 in most instances and up to £50 in the case of manual (i.e. non-electronic) medical records. To see what information is held on you by credit reference agencies costs £2.

## **TERMINOLOGY**

It is important that all staff who record information used appropriate terms when completing paperwork. It is vital that information is factual and objective. Personal emotions and subjectivity must not be allowed to enter documents.

All nursery documents are legal documents and maybe used in a court of law. The company is required to keep all documents for that use for 21 years and 8 months.

We must not use provocative words or terms that may cause offence, as you remain accountable for the record-keeping for that period even after leaving this employment.

## **SAFE RECORDING OF INFORMATION**

Information is probably the most misunderstood concept to be considered in childcare. Significantly, the most common vehicle for the transfer of information is speech, which is likely to be the most unreliable for of for transfer.

Similarly, a person's memory is not a good method of recording information. Memory alters the accuracy of information.

The accurate recall of events is directly affected by time, the longer the time between the event and the recall, the poorer and less reliable the information is.

Immediate completion of information is paramount as the late recording of information can be incorrect, i.e. completing forms that rely on staff memory, recall of an issue of whatever issue becomes clouded over a short period of time.

Therefore, Bright Beginnings Day Nurseries Ltd. has a comprehensive range of memory prompting forms that require that staff at the appropriate grade, complete those forms at the earliest time to ensure accuracy and viability of the information there recorded.

## **RECORDING OF CHILDREN WITHIN THE SETTING**

The nursery has a database that holds the child's name, address, ethnicity, emergency contact name and telephone number, hours of attendance, contracted hours, any absences and the child's key person. The setting is mindful of their responsibilities under the Data Protection Act 1998 and is register with the Information Commission Office (ICO) due to the collection of electronic information of the children and the taking of digital photographs of the children. Information Commission Office (ICO) is 01624 545740

The individual child's session is recorded on the database that produces a weekly bookings and register. When the child is brought into the setting or collected, the key person will record the entry/leaving time and ask the parent to sign for the child on the arrival and departures (C?). The nursery manager will record the numbers of the children attending the nursery at 10.00 am and 2.00pm using Managers Report (A?). The managers' report Records the numbers of children in attendance in each of the children's room and the full name, room and session of any child that is absent and the action taken.

If a child is absent and the parent has not informed the nursery, the nursery manager will ring the parent/carer to find out why the child is absent and record all absences on the Manager's report and the data base. If the child is currently on the child protection register the nursery manager will inform their social worker.

The Arrivals and Departures (A9) and Registers and Bookings are stored on the individual room clip board, they are then filed and stored in individual files in a locked resources cupboard. The Manager reports (A8) is stored on the manager clip board in the reception area and then stored in individual files in a locked resources cupboard.

### **SAFE KEEPING OF INFORMATION**

Refer to the "Confidentiality Procedure"

To protect all confidential information concerning children obtained in the course of care practice, we only allow experienced staff to handle and transfer such information internally and to outside authorised agencies and to parents. Any disclosures are only to be shared with consent by a parent or, where required by the order of a court.

Personal information on staff, students and volunteers is collected during the interview process and update when required, this information includes name, home address and telephone number and employment history and a record of the staff members CRB number. This is shared on a need to know basis and records are kept in locked filings cabinets, were access is restricted to proprietors, nursery manager and the named deputy manager.

Personal client details are kept in the nursery managers' office in filing cabinets, access is restricted to proprietors, nursery manager, the named deputy manager and staff as required and authorised by the nursery manager. The nursery manager is responsible for maintaining and updating personal client details.

Access to staff and client details on the computer is restricted to proprietors, nursery manager, the named deputy manager and staff as required and authorised by the nursery manager.

Personal client details must not be removed from the nursery premises.

Key workers maintain development evidence portfolios on individual children, these files must remain on nursery property, unless there is a recognised need to share the information with other agencies i.e. Case conferences or in the case of a child transferring to another nursery or school.

Parental permission is sort to display photographs of children within the nursery and on the nursery web site.

Personal details being made waste must be shredded before being disposed of.

### **TYPES OF INFORMATION REQUIRED BY THE SETTING**

- Accident forms
- Incident forms
- Existing injury forms
- Body maps
- Medication consent forms
- Long term health care plans
- Individual care plans
- Photography and reproduction images of children permission forms
- Trips and outings forms
- Children's personal information
- Children's observation and assessments
- Individual Education Plans
- Policies and procedures
- Registers for staff and children
- Complaints log
- Staff contracts

### **TYPES OF INFORMATION MADE AVAILABLE TO PARENTS/CARERS**

How the EYFS is going to be delivered in the setting and how parents are sign posted to websites where they can gain information

The type of activities and experiences provided to the children

The daily routine of the setting

How parents can contribute to the learning within the home

How the setting will provide for children with SEN and disabilities

The food and drink provided to the children

Details of the settings policies and procedures See Parent Handbook

The procedure the setting follows should a child go missing See parent handbook

The staffing within the setting along with the name of their child's key person

A telephone number for the parents to contact in an emergency

The setting will use the children centre that have a Programme to reproduce any forms or information that the parents require in a different language.

#### **OTHER RELEVANT POLICIES AND PROCEDURES**

Parents as partners

Confidentiality

Inclusion

Safeguarding children

Admissions