

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-

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.

At BBDN, we recognise that we hold sensitive/confidential information about children and their families and the staff we employ. This information is used to meet children's needs, for registers, invoices and emergency contacts. We store all records in a locked cabinet or on the office computer with files that are password protected in line with data protection principles. Any information shared with the staff team is done on a 'need to know' basis and treated in confidence. This policy will work alongside the Privacy Notice to ensure compliance under General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) and Data Protection Act 2018.

Legal requirements

- We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2017 and accompanying regulations about the information we must hold about registered children and their families and the staff working at the nursery
- We follow the requirements of the General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR), Data Protection Act 2018 and the Freedom of Information Act 2000 with regard to the storage of data and access to it.

Procedures

It is our intention to respect the privacy of children and their families and we do so by:

- Storing confidential records in a locked filing cabinet or on the office computer with files that are password protected
- Ensuring staff, student and volunteer inductions include an awareness of the importance of confidentiality and that information about the child and family is not shared outside of the nursery other than with relevant professionals who need to know that information. It is not shared with friends and family, discussions on the bus or at the local bar. If staff breach any confidentiality provisions, this may result in disciplinary action and, in serious cases, dismissal. Students on placement in the nursery are advised of our confidentiality policy and required to respect it
- Ensuring that all staff, volunteers and students are aware that this information is confidential and only for use within the nursery and to support the child's best interests with parental permission
- Ensuring that parents have access to files and records of their own children but not to those of any other child, other than where relevant professionals such as the police or local authority children's social care team decide this is not in the child's best interest
- Ensuring all staff are aware that this information is confidential and only for use within the nursery setting. If any of this information is requested for whatever reason, the parent's permission will always be sought other than in the circumstances above
- Ensuring staff do not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs
- Ensuring staff, students and volunteers are aware of and follow our social networking policy in relation to confidentiality
- Ensuring issues concerning the employment of staff remain confidential to the people directly involved with making personnel decisions
- Ensuring any concerns/evidence relating to a child's personal safety are kept in a secure, confidential file and are shared with as few people as possible on a 'need-to-know' basis. If, however, a child is considered at risk, our safeguarding/child protection policy will override confidentiality.

All the undertakings above are subject to the paramount commitment of the nursery, which is to the safety and well-being of the child.

General Data Protection Regulation (Regulation (EU) 2016/679 (GDPR) compliance

In order to meet our requirements under GDPR we will also undertake the following:

1. We will ensure our terms & conditions, privacy and consent notices are easily accessed/made available in accurate and easy to understand language
2. We will use your data only for [insert reasons] and only contact you [insert reasons] . We will not share or use your data for other purposes.
3. Everyone in our nursery understands that people have the right to access their records or have their records amended or deleted (subject to other laws and regulations).

Staff and volunteer information

- All information and records relating to staff will be kept confidentially in a locked cabinet
- Individual staff may request to see their own personal file at any time.

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.

LINKS TO OTHER POLICIES AND PROCEDURES

Partnership with Parents
Confidentiality
Inclusion
Child Protection
Admissions

This policy was adopted on	Signed on behalf of the nursery	Date for review
31.8.2024	Kerry Mitchell	31.8.2025