



## Documentation and Information



**The Nursery recognises the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law.**

The Nursery is also aware of its obligations with regard to the storing and sharing of information under the Data Protection Act 2018, and is committed to complying with its regulations and guidance. The Manager and staff are aware of the implications of the Data Protection Act 2018 in so far as it affects their roles and responsibilities within the Nursery.

The Nursery is committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the Nursery holds on their child. Records and information will be made available to parents/carers on written request unless subject to an exemption. If for any reason a request is going to be refused, then this decision, and an explanation, will be communicated in writing.

### **Record Keeping**

Ordinarily, information kept on a child will include:

- Child's full name (along with any other name the child is known by).
- Date of birth.
- Nationality.
- Religion. (Optional)
- Main language used.
- Home address and telephone number(s).
- Parents' or carers' names and relationship to child.
- Parents' or carers' place of work and contact number(s).
- Any other emergency contact names and numbers.
- Family doctor's name, address and telephone number.
- Health visitor's name, address and telephone number (if applicable) and/or other professionals involved with child.
- Details of any special health issues and additional needs.

- Details of any cultural or religious observances. (Optional)
- Details of any special dietary requirements, allergies and food and drink preferences.
- Names of people authorised by parents/carers to collect children.
- Any other information relating to the child deemed by staff or parents/carers to be relevant and significant.

Additionally, and in accordance with our policies and procedures, the following records and information will be stored and maintained by the Nursery:

- An up to date record of all the staff, students and volunteers who work at the Nursery, including their name; home address; telephone number; Disclosure and Barring Service; (DBS) references; employment details and any other information (such as their Personal Development Plan) accrued during their time spent working at the Nursery.
- A record of DBS disclosure numbers will be kept securely, in a lockable filing cabinet and limited to those who are entitled to see it as part of their duties.
- The name, home address and telephone number of any other individuals who reside at, or regularly visit/spend time at the Nursery.
- The name, home address and telephone number of the registered person (Management Committee)
- The daily attendance registers, as set out in the Arrivals and Departures policy.
- An up to date waiting list with details of all children waiting for a place at the Nursery, as set out in the Admissions and Fees Policy.
- Records of the activities planned and implemented by the Nursery, including any off-site visits and outings.
- Records of any medication being held by staff on behalf of children, along with the signed Administration of Medication Form, in the Medication Record Book (in accordance with the Health, Illness and Emergency Policy).
- Signed Child Information, Emergency Contacts & 'Permissions' Forms, giving parental authorisation for staff to seek emergency medical advice or treatment for children, application of sunscreen and transport arrangements (in accordance with the Health, Illness and Emergency Policy).
- An Inventory Record of all equipment owned or used by the Nursery, including safety checks and repairs carried out, (in accordance with the Equipment and Resources Policy). A copy of the inventory will also be kept off the premises.

- A fully completed and up to date Accident Record Book and Incident Record Book.
- Additionally, a regularly updated version of the admissions list will be kept off the premises, but close by, in case of an emergency, such as a fire.
- A Complaints Log, which includes written record of any complaints received by the Nursery, as well as any action taken and the outcome of any investigation.
- Information and records held on children will be kept in a locked file, access to which will be restricted to the Manager and one other designated member of staff.

The Manager has overall responsibility for the maintenance and updating of children's records and ensuring that they are accurate.

Certain records will be retained for a period of three years:

- The daily record of the names of the children being looked after at the Nursery, their hours of attendance and the names of the persons looking after them.
- Accident Records
- Medication Records
- Complaints Records

All required records relating to individual children are maintained and retained for three years after children last attended the Nursery, and until after the next inspection. This rule will be disregarded where regulations and guidance from Ofsted or other statutory agencies override it. All other records are retained in line with current guidance/legislation.

### **Notification of Changes**

The Nursery recognises its responsibilities in keeping children, parents/carers, staff and Ofsted informed in writing of any changes to the running or management of the Nursery that will directly affect them.

Wherever possible, if changes are to be made affected parties will be given as much warning as possible. In the case of proposed changes that are of considerable scope or importance, the Nursery will facilitate consultation with the affected groups or individuals.

In the following cases, it is mandatory for the Nursery to inform Ofsted at the earliest possible opportunity:

- Any significant change to the premises.
- A serious illness or accident to staff or the Management Committee

- The serious illness of a cared for child or a serious accident whilst at the Nursery.
- The death of a child or member of staff.
- Police or social services involvement with the Management Committee or anyone who lives or is employed on the premises.
- Any significant change to the operational plan of the Nursery.
- Any allegation of abuse by a member of staff or volunteer or any abuse, which is alleged to have taken place on the premises.
- Any other significant events, e.g. anything that adversely affects the smooth running of the Nursery.

The Nursery is also aware of its obligations with regard to the storing and sharing of information under GDPR (2018). Under the GDPR (2018) Regulations, the Nursery must:

- Have a lawful reason for collecting data and must do so in a fair and transparent way.
- Must only use the data for the reason it is originally collected.
- Must not collect more data than is absolutely necessary.
- Data must be accurate and up to date.
- Data must not be kept for longer than necessary.
- Data must be protected.

Data will be destroyed appropriately when it is no longer required.

Data may be shared with other agencies when required by law or regulation, including, but not limited to: OFSTED, OCC, School, Safeguarding, Police, Healthcare professionals.

To ensure the accuracy of the data held by the Nursery, parents are asked to update the Nursery as soon as possible of any changes to personal details. Parents will be reminded in the Nursery Newsletter's.

All personal data is locked away securely, with access only given to necessary persons. Digital records will be password protected.

Breaches will be reported in accordance with the law.

Signed on behalf of the Management Committee:

..... Chairperson

This policy was updated by the Manager and staff and will be updated annually.  
Next due to be updated: September 2020

“Horspath Nursery is committed to safeguarding and promoting the welfare of children, families and staff at all times.”