

12. Information, Record Keeping and Confidentiality reviewed December 2017

It is in children's interests to have a full and accurate flow of information between us and their parents or carers. We recognise the importance of records being accessible to those who need them, but also stored securely and only shared with regard to requirements for privacy and confidentiality under the Data Protection Act (DPA 1998).

Information about children:

Parents or carers of children entering our setting fill out a registration form detailing:

1. child's name and date of birth
2. name and address of every parent and/or carer and information about who the child lives with
3. information specifying everyone who has parental responsibility for the child
4. emergency contact details for parents and/or carers

Information about our setting for parents or carers:

We provide parents or carers with a handbook giving the following information:

1. how we deliver the EYFS, how parents can learn more and share learning at home
2. our daily routines including the food and drinks provided and activities on offer
3. how we support children with special educational needs and disabilities
4. our policies, our staffing arrangements and the role of the key person
5. details about how to contact Ofsted if they have concerns about our setting
6. the emergency telephone contact for our playgroup

We also notify parents when an Ofsted inspection takes place and supply a copy of the report to parents and/or carers.

Core Setting Information:

We keep the following accurate and up-to-date documentation:

1. name, home address and telephone number of the manager and all staff
2. name, home address and telephone number of anyone else who will regularly have unsupervised contact with children attending our setting.
3. a daily record of names of children attending, their hours and their key person
4. our certificate of registration and public liability insurance certificate, available in our operational plan for parents or carers to see.

Storage of records:

Information about children, families and staff is treated as confidential. The provider (Twyford Playgroup) is a Data Controller registered with the Information Commissioner's Office and records are stored securely in a locked cupboard in the setting. They are only made accessible to those who have a right or professional need to see them. Paper and electronically stored documents are treated as sensitive if taken outside the setting.

Handling and Sharing:

Staff, students and volunteers are trained in maintaining confidentiality at their induction and sign a confidentiality agreement. Parents or carers have access to their own children's records but not those of other children. Parents/carers are informed about any additional records we keep relating to them or their child (see SEN Policy) and have access to all such records. They are also informed about when we share information with other settings their child attends and other agencies and the circumstances in which we would be obliged to share information without their consent. They sign an Information Sharing Agreement to say they understand this when their child starts.

Data Protection:

Under the Data Protection Bill 2017, anyone connected with Twyford Playgroup has a 'right to be forgotten' and may ask to wipe their personal data from our records. Twyford Playgroup also recognises that people also have a right to ask social media sites to wipe all of their pre-age 18 posts, to be exempt from email lists/mail-outs and from algorithmic profiling based on their online data. Twyford Playgroup recognises that it is an offence under the act to re-identify people from anonymised data by reassembling multiple pieces of information and to tamper with data requested by an individual.

Retention of Documents:

We retain documents for the lengths of time given below. They are stored securely at Playgroup and will be destroyed by shredding when the time has elapsed:

| | |
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| Accident and medication records | 3 years |
| Staff accident records | indefinitely |
| Registers | 5 years |
| Staff employment records | 7 years |
| Financial and HMRC records | 7 years |
| Complaints log | 10 years |
| Records pertaining to the future welfare of children: SEN, incident and child protection files | 22 years |
| Insurance documents | 40 years |

Notifying Ofsted:

We notify Ofsted of the following changes to our provision, giving new details as required:

1. the address of the premises
2. the premises themselves affecting the space available to children and the quality of provision
3. the name and address of the provider or their other contact details
4. the names and addresses of other people working in our provision
5. any changes to the hours of our provision
6. any significant event likely to affect the suitability of the provider or other staff.

These notifications will be made in advance where possible but always within 14 days.

Date:**Signed:****Reviewed:**