

## Information Sharing Policy

We recognise that parents have a right to know that information they share will be regarded as confidential, as well as to be informed about the circumstances and reasons when we are obliged to share information.

In most circumstances, we will explain to families how, when and why information will be shared about them and with whom, first seeking written permission, unless it puts a child at risk or undermines a criminal investigation. We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. This includes when:

- It is to prevent a crime being committed or to intervene where one may have been committed, or to prevent harm to a child or adult
- Not sharing information could have a worse outcome than sharing it
- Where there is evidence that a child is suffering, or is at risk of suffering, significant harm
- Where there is reasonable cause to believe that a child may be suffering or is at risk of suffering significant harm
- Trying to prevent significant harm arising to children and young people or serious harm to adults including the prevention, detection and prosecution of serious crime

### Registration System

- The Nursery will record the time of arrival and departure of children and staff
- The system used includes a visitor register to record the time of arrival, time of departure, and whom they are visiting or the purpose of their visit
- The visitors register is found on the wall inside the Nursery's entry foyer

### Record Keeping

By law, full details must be kept of all children attending the Nursery. Relevant details are transferred to the register, which is open to regular inspection by Ofsted. The sessional attendance record must be completed as children arrive/depart. Total attendance figures for the morning and afternoon sessions are recorded on a daily basis.

Children's records include confidential information supplied by parents covering:

- Full names, address and telephone number of parents and children
- Child's date of birth
- Record of immunisation and allergies and any other significant health information.
- Parent's place of employment and telephone number, telephone number of
- An emergency contact
- Name, address and telephone number of family doctor
- Written consent for group staff to provide first aid or seek medical attention
- Special requests and requirements about religious observance, food, clothing, health or other matters which we should observe whilst the child is at Nursery
- Background information on the child which may help us understand their e.g. any

special fears, names of brothers or sisters, any family problems, illnesses, special toys etc.

- Any other relevant information e.g. parental access or custody arrangements

### **Record Keeping Procedures**

- A Key Person will be allocated before the child starts; they will liaise with parents from the beginning, and will hopefully stay with them to the end of their time at Nursery
- An account for each child will be set up on the Family App (Nursery Management system) which parents will have access to anytime. It will securely store the child's personal details i.e. name; date started, date of birth and more
- All staff members will have access to the Family app via a dedicated iPad to make observations and evidence gathering relevant to individual child
- If a child is moving on to school a Pre-school summary report will be produced and signed off by the parents and passed on to their new school.

### **Staff and Volunteer Records and Information**

The Manager of Little Rainbow Day Nursery will ensure:

- That staff are meeting the correct ratios and that this is maintained at all times including lunch breaks etc.
- Staff are qualified and experienced as set out in the welfare requirements
- Records are kept of our arrangement for staff induction and training
- Confidential records are kept on the premises, including the name and address and telephone number of Our Manager, staff members, and any other person who will regularly be in unsupervised contact with the children
- All records on staff, volunteers and committee members are kept confidential
- Record systems are in place for supervision and appraisals

## **Statement on the Secure Storage, Handling, Use, Retention & Disposal of Disclosures and Disclosure information**

As an organisation we use the Disclosure and Barring Services (DBS) to help assess the suitability of applicants for positions of trust. Little Pumpkins Nursery complies fully with the Code of Practice regarding the correct handling, use, storage, retention and disposal of Disclosures and Disclosure information.

Disclosure information should be kept securely, in lockable, non-portable, storage containers with access strictly controlled and limited to those who are entitled to see it as part of their duties.

In accordance with section 124 of the Police Act 1997, Disclosure information is only passed to those who are authorised to receive it in the course of their duties. We maintain a record of all those to whom Disclosures or Disclosure information has been revealed and it is a criminal offence to pass this information on anyone who is not entitled to receive it.

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's full consent has been given.

Once a recruitment (or other relevant) decisions have been made, we do not keep Disclosure information for any longer than is necessary. This is generally for a period of up to six months, to allow for the consideration and resolution of any disputes or complaints. If, in very exceptional circumstances, it is considered necessary to keep Disclosure information for longer than six months, we will consult the DBS about this and will give full consideration to the data protection and human rights of the individual before doing so. Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

Disclosure information will not be kept in any insecure receptacle (e.g. waste bin or confidential waste sack). We will not keep any photocopy or other image of the Disclosure or any copy or representation of the contents of a Disclosure. We may keep a record of the date of issue of a Disclosure, the name of the subject, the type of Disclosure requested, the position for which the Disclosure was requested, the unique reference number of the Disclosure and the details of the recruitment decision take.

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