

Documentation Policy

Humpty Dumpty's Easton Pre-School



Registered Charity No: 1056309

Humpty Dumpty's Easton Pre-School, St Peters CE Primary Academy, Marlingford Road, Easton, Norwich, Norfolk, NR9 5AD
Ofsted Registration No: EY427363

Section No	Policy
1.0	Children's Records
2.0	Provider Records
3.0	Appendices
3.1	Privacy Notice
3.2	Record Keeping Guidance (not on website)

1.0 Children's Records

We operate record keeping systems that meet legal requirements; our means of storing and sharing that information take place within the framework of the General Data Protection Regulations (EU) 2016/679, Data Protection Act 2018 and the Human Rights Act 1998. We are registered with the Information Commissioners Office (ICO).

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records Policy (1.3) and our procedures for Information Sharing (1.6) see Safeguarding & Promoting Children's Welfare Policy, 1.3 and 1.6 and our Privacy Notice (see appendix 1).

We keep two kinds of records on children attending our setting:

Developmental records

These include:

- written observations of children in the setting
- photographs
- video clips
- samples of their work
- summary developmental reports
- observations recorded on a secure, online learning journey (Tapestry)
- Snapshots
- Individual Education/support plans

Development records can be accessed, and contributed to, by staff, the child and the child's parents. Hard copy records are usually kept in a locked cupboard at the setting and the online learning journal is accessed using an email link and secure password.

Personal records

These include:

- registration and admission forms,
- signed consent forms,
- correspondence concerning the child or family,
- reports or minutes from meetings concerning the child from other agencies,
- an ongoing record of relevant contact with parents,
- observations by staff on any confidential matter involving the child,
- Special Educational Needs &/or Disabilities (SEND) records
- individual safeguarding logs
- accidents, incidents & medication records
- child protection matters.

These confidential records are stored in a locked cupboard or on a secure USB memory stick which only playgroup staff have access to. SEND records and child protection (CP) matters are kept in a locked filing cabinet in the cupboard; Denise Banossian and Kellie Jacks hold keys for the cabinet.

Funding forms are stored with the administrator. They are stored in a locked metal box in her office and a lockable briefcase when transporting.

Parents have access, in accordance with our Confidentiality and Client Access to Records policy, to the files and records of their own children but do not have access to information about any other child.

- Staff will not discuss personal information given by parents with other members of staff (with exception of the manager), except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- We retain registers of attendance records of individual children for 3 years after they have left the setting. SEND, medication and accident records are kept indefinitely. These are kept in a locked cupboard. Child Protection records follow the child to the next setting (LSCB 10.03.09). Parents are able to access their child's learning journal and reports via Tapestry.

Other records

- Records to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Parents Date of Births and National Insurance Numbers are requested to enable confirmation of eligibility to funding.

Students training for recognised qualifications who are observing children in the setting, are required to adhere to our confidentiality policy.

As Manager Denise Banossian and our Administrator Sharon Attewell reserve the right to carry out pre-school work in their homes. Data protection procedures are strictly adhered to.

See appendix 2 for the Early Years record keeping guidance followed by our group. The appendix is not on the website.

This 'Children's Records' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.

Meeting held on: 26.2.19

Date to be reviewed: July 19

Signed on behalf of management committee: Kylie Hamshaw

Name of signatory: Kylie Hamshaw

Role of signatory (e.g. chair/policy owner) – Chairperson

2.0 Provider Records

We keep records for the purpose of maintaining our business.

These include:

- Records pertaining to our registration.
- Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff, students and regular volunteers.

Our records are regarded as confidential on the basis of sensitivity of information, such as employment records which are maintained within the framework of the General Data Protection Regulations (EU) 2016/679, Data Protection Act 2018 and the Human Rights Act 1998

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records Policy (1.3) and our procedures for Information Sharing (1.6) see Safeguarding & Promoting Children's Welfare Policy, 1.3 and 1.6 and our Privacy Notice (see appendix 1).

- All records are the responsibility of the officers of the management committee who ensure they are kept securely.
- All records are kept in an orderly way in files and filing is kept up-to-date.
- Financial records are kept up-to-date for audit purposes.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

See appendix 2 (not on website) for the Early Years record keeping guidance followed by our group.

This 'Providers Records' policy was reviewed and signed off at a meeting of Humpty Dumpty's Easton Pre-School Committee and staff.

Meeting held on: 26.2.19

Date to be reviewed: July 19

Signed on behalf of management committee: Kylie Hamshaw

Name of signatory: Kylie Hamshaw

Role of signatory (e.g. chair/policy owner) – Chairperson

3. Appendix

3.1 Privacy Notice

Personal details that we collect about your child include:

- personal identifiers and contacts (such as name, unique pupil number, contact details and address, photographs, birth certificate and parental responsibility details)
- characteristics (such as ethnicity, language, religion)
- safeguarding information (such as court orders and professional involvement)
- special educational needs (including the needs and ranking)
- medical and administration (such as doctors information, child health, dental health, allergies, medication and dietary requirements)
- attendance (such as sessions attended, number of absences, absence reasons and any previous, current and future settings details)
- assessment and attainment (such as 2 year progress check, current EYFS development information)
- Additional info – (such as family/sibling details, personal interests and daily routines, words/language used, comforters, other significant events)

Personal details that we collect about you include:

- Personal identifiers and contacts (such as your name, address, email address, phone numbers, photographs, occupation, date of birth).
- Ways you may wish to help our settings.
- If you apply for free childcare we will also collect your NI Number or Unique Taxpayer Reference (UTR), if you are self-employed. We may also collect information regarding benefits that you are in receipt of.

Why we collect information and the legal basis for handling your data

We collect and use information to provide childcare services, this includes using your data:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to assess the quality of our services
- e) to process safeguarding related data about your child should we have concerns about their welfare
- f) to keep children safe (food allergies, or emergency contact details)
- g) to process your claim for free childcare (where applicable)
- h) to keep you updated with information about our service

How we collect information

We collect information via online enquiries, emails, verbally, registration forms, interest sheets, all about me form, funding forms, from previous/other settings

Data is essential for the settings operational use. Whilst the majority of information you provide to us is mandatory, some of it requested on a voluntary basis. In order to comply with the data protection legislation, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

How we store data

We hold data securely for the set amount of time shown as shown in our documentation policy which can be viewed on our website

<http://www.barfordplaygroup.co.uk/assets/uploads/Organisation%20Policy%2020180710a.pdf>

Who we share information with

We routinely share information with:

- schools or settings that the pupils attend
- our local authority
- Ofsted
- Our website provider
- Online learning journal provider

We will also share information if:

- we are legally required to do so by law
- necessary to protect your child; for example by sharing with social care or the emergency services.
- Our insurance underwriter requests it to process a claim

Why we regularly share information

We share information, for the following purposes:

- a) to support pupil learning
- b) to monitor and report on pupil attainment progress
- c) to provide appropriate pastoral care
- d) to process safeguarding related data about your child should we have concerns about their welfare
- e) to keep children safe (food allergies, or emergency contact details)
- f) to process your claim for free childcare (where applicable)

We do not share information with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold. To make a request for your personal information, or be given access to your child's educational record, contact the Setting Manager or Administrator.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Sharon Attewell
Administrator
07954152335

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