



Information and Records Policy

Date: November 2023

Review: November 2025

Policy intention

This policy is in place to ensure that Data Protection legislation is followed and to ensure that personal information is shared appropriately. The sharing of information is a fundamental part of our job, it helps us to provide the right support and guidance to parents/carers.

We will ask only for relevant information that is adequate for our purpose. We ask that all information provided is accurate and up to date. We will make decisions to ensure the information and records are written accurately, stored safely and disposed of appropriately.

Information sharing may be essential for effective safeguarding and promoting the welfare of children and will be dealt with on a case by case basis.

Procedure

- We maintain records and obtain and share information (with parents/carers, other professionals working with the child, the police, social services and Ofsted, as appropriate) to ensure the safe and efficient management of the setting and to ensure the needs of all children are met.
- We enable a regular two-way flow of information with parents/carers and between providers, if a child is attending more than one setting.
- If requested, we incorporate parents'/carers' comments into children's records.
- Records are easily accessible and available (with prior agreement from Ofsted, these may be kept securely off the premises).
- Confidential information and records about staff and children are held securely and are only accessible and available to those who have a right or professional need to see them.
- We are aware of our responsibilities under the Data Protection Act (DPA) 1998 including GDPR and where relevant the Freedom of Information Act 2000.
- We ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.
- Parents/carers must be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the DPA.
- Records relating to individual children are retained for a reasonable period of time after they have left the provision.
- We record the following information for each child in our care: full name; date of birth; name and address of every parent/carer who is known to the provider (and information about any other person who has parental responsibility for the child); which parent(s)/carer(s) the child normally lives with and emergency contact details for parents/carers.
- We hold the following documentation:
 - Name, home address and telephone number of staff and any other person living or employed on the premises.
 - Name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision.
 - A daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person.

- A certificate of registration (which is displayed at the setting and shown to parents/carers on request)

Other useful policies:

- [Acceptable Use Policy](#)
- [Safeguarding Policy](#)