

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 group. 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 child, including name by which the child should be addressed in pre-school
- 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
- Carer/child minder to be contacted in an emergency
- 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 while child is in the pre-school
- Background information on the child which may help us understand him/her 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
- Children will be allocated their own folder, which will have name; date started and date of birth on the outside. In it must be kept- child detail forms, "all about me" booklet, appropriate record keeping forms, evidence of achievement
- Any staff member can make observations and evidence gathering relevant to individual children's development
- All staff to carry post it notes so that simple observations can be immediately noted.
- Observations and evidence to be placed daily in the folders on the side of the filing cabinet for individual Key persons to sort and evaluate
- At least an hour a week will be allocated for each Key person to use for record keeping purposes
- The named Key person is responsible for completing children's record keeping forms at the end of 4-5 weeks. Highlight only if you have consistent pieces of evidence to support that achievement
- Every 4-5 weeks, write a short summary of the child's achievements, main interests, and set a few targets to aid their progression. Share these with parents and encourage their input
- Parents will be allowed access to their own child's records on request
- If a child is moving on to school then complete a Leaver's Report, share with parents, photocopy twice. Parents will be given the original, 1 copy to be archived at Nursery and the other to be sent with record keeping to the next setting

Staff and Volunteer Records and Information

As Manager of the day-to-day operation of Little Pumpkins Nursery our Nursery Manager, 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 laid down 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 Nursery Manager, staff members, anyone living or employed on the premises, 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 using 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 authorized 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 to 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.

Last updated February 2020