



## Data Protection Policy & Procedure:

Life Daycare aims to fulfill its obligations under the General Data Protection Regulation 2018 to the fullest extent.

Information recorded on paper format such as staff details, children's details, child protection and special needs forms are stored in a locked filing cabinet in the office and only management have access to these to protect confidentiality. On the computer data is password protected and only Managers, Deputy Managers and Directors are entitled to access it. All information on staff and children is updated regularly by way of *data collection sheets*. All children have individual personal record and development files stored in the locked office and during opening hours in the children's respective rooms.

From time to time we are required to pass on some of the children's data held by us to Local Authorities (LAs), the Department for Children, Schools and Families (DCSF) and to agencies that are prescribed by law such as QCA and Ofsted.

The **Local Authority (LA)** uses information about children for whom it provides services to carry out specific functions for which it is responsible. For example, the Local Authority will make an assessment of any special educational needs the child may have. It also uses the information to derive statistics to inform various decisions. The statistics are used in such a way that individual children cannot be identified from them.

The **Qualifications and Curriculum Authority (QCA)** uses information about children to administer national assessments such as the Foundation Stage Profile. Any results passed on to the DCSF are used to compile statistics on trends and patterns in levels of development. The QCA can use the information to evaluate the effectiveness of the national curriculum and the associated assessment arrangements, and to ensure that these are continually improved.

**Her Majesty's Chief Inspector of Education, Children's Services and Skills and Ofsted** do not routinely process any information about individual children. Whilst Ofsted holds no records of individual children's progress, it does use

information about the achievement of groups of children to help inform its judgements about the quality of education in Early Years Settings.

The **National Assessment Agency (NAA)** uses information for those relatively few Settings undertaking the Foundation Stage Profile. The resulting data is passed on to the NAA which also uses information in working with schools, the QCA, and Awarding Bodies, for ensuring an effective assessment system covering all age ranges is delivered nationally.

**The Secretary of State for Children, Schools and Families and the Department for Children, Schools and Families (DCSF)** uses information about children and pupils for research and statistical purposes, to allocate funds, to inform, influence and improve education policy and to monitor the performance of the education and children's services as a whole. The DCSF will feed back to LAs information about children for a variety of purposes that will include data checking exercises and use in self-evaluation analyses.

### **Members of Staff**

Members of staff are allowed to have access to all personal data about them held under the General Data Protection Regulation 2018. This Act requires the provider to respond to requests for access to personal data within one month (this can be extended to two months if the request is complex). We will aim to provide such data electronically. Members of staff are required to read this information carefully and inform management at the earliest opportunity if they believe that any of their personal data is inaccurate or untrue or if they are dissatisfied with the information in any way. The data will be rectified and if it is not rectified for any reason we will explain to the individual why we have not done so and inform them of their right to complain to the supervisory authority or judicial remedy.

The General Data Protection Regulation 2018 gives data subjects the right to have access to their personal data, free of charge, at reasonable intervals with some exceptions such as certain information relating to job applications. In certain circumstances such as if the requests for personal data are unfounded, excessive or repetitive; we may charge a reasonable fee or refuse to provide the data. The fee will be based on administrative costs. The member of staff will be informed whether or not the request is to be granted. If granted the information will be provided within one month of the date of the request. In the event of a disagreement between a member of staff and Life Daycare regarding personal data the matter should be taken up under our formal grievance procedure.

# Access and Storage of Information Policy:

We believe that an open access policy is the best way of encouraging parent/carers and nursery partnerships. Parents/carers are welcome to view the policies and procedures file which governs the way in which the nursery works. These can be viewed at any time when the nursery is open simply by asking the nursery staff.

Parents are also welcome to see and contribute to all the records that are kept on their child; however the nursery will adhere to the Data Protection laws.

The nursery ensures that it is registered in regard to data protection and all parent, child and staff information is stored securely according to the data protection registration ensuring confidentiality is maintained at all times. This includes all contact details, permissions, certificates and photographic images.

The nursery's records and documentation are kept and stored in accordance to the minimum legislative archiving time. This will be reviewed and amended according to any change in legislation. Records relating to individual children are retained until the child is 21.

## Record Keeping

The record keeping systems employed by this nursery are comprehensive, up-dated regularly and consist of the following:

**Register** – The daily register is taken on the arrival of the children where all attendances are noted with the time.

**Registration forms** – Are completed by the parents/carers and contain details of home address, date of birth, contact telephone numbers, allergies and long term medical conditions, health problems, G.P's address and telephone number, immunisation record and previous early years experience e.g. parents and toddler groups.

**Accident forms** – These detail all the accidents that occur during the nursery session and describe – the name of the casualty, the date, time and place of the accident. Also the circumstances in which it occurred, the nature of the injury, treatment given, medical aid sought (if any), the name of the person treating the accident (must hold a current First Aid qualification). The information will also contain the name of any witness, the signature of the parent or carer on collecting the child from the group and layout of the accident if it is of a serious nature. Accident files are located in each classroom.

If the child receives a bump to the head, a "bump note" is given to the parent/carer explaining that the child must continue to be observed for a period of 24 hours and that any concerns must be reported to the child's GP. The nature of the accident will also be noted on the accident form.

**Incident forms** – This is a two part form which is completed when a child is hurt by another child whilst at the nursery. Its purpose is to identify how the incident occurred and how we can prevent future incidents occurring. Parents/carers are asked to sign the form to say they have been informed of the incident. The form is then kept in the office and monitored on a monthly basis to identify any behaviour patterns.

**Medication record** – Details administration (with parental consent) of any life saving/maintaining medicines. The report also contains the child's name, dosage, time of administration, parent's signature, signature of member of staff administering the medication (must hold a current First Aid certificate) plus signature of a staff member who has witnessed the administration of the medication (must hold a current First Aid certificate).

Other medications e.g. cough syrup or calpol can be given to the children here providing the parent/carer has given consent and that it has been prescribed by the doctor (with the exception of calpol). Parents/Carers must sign the medication form with the name of the medicine and the dosage and in cases of prescribed medication time to be given. If the name of the medication and/or dosage on the bottle does not match that which is written on the medication form, staff will not administer the medicine. Before we administer Calpol we will seek to gain verbal confirmation over the phone from the parent/carer.

**Cause for Concern Form** – If a member of staff has any concerns about a child attending nursery or about their fellow staff members this form will be completed and returned to the manager. A cause for concern may be any of the following:

- Significant changes in children's/staff behaviour
- Deterioration in their general well being
- Unexplained bruising, marks or signs of possible abuse
- Signs of neglect
- Comments children make which give cause for concern
- Any other behaviour or observed issues that are causing the staff to be concerned about the well being of the child

**Pre – existing injury form** – will be completed if a child comes into the nursery with an injury that has occurred at home or on the way to nursery. The form should be completed and signed by the parent when signing the child in at the beginning of the session. Pre existing injury forms along with incident forms are monitored on a monthly basis.

**Staff appraisals (Annual and more often if necessary)** – Regular monitoring by the manager of staff training records for the past year and future training planning with the wishes of the member of staff and the organisation taken into consideration.

**Staff training records** – are completed by the individual staff member undertaking the training. They must provide a brief evaluation of the course and must always feedback to the other members of staff once training is completed.