

Favours Day Nursery Ltd Policy and Procedure

Access, Storage and Retention of Records

At Favours Day Nursery we have an open access policy in relation to accessing information about the nursery and parents' own children. This policy is subject to the laws relating to data protection and document retention and should be used in conjunction with the Data protection and confidentiality policy and the GDPR privacy notice.

Parents are welcome to view the policies and procedures of the nursery, which govern the way in which the nursery operates. These may be viewed at any time, simply by asking the nursery manager or accessing the nursery website. The nursery manager or any other relevant staff member will also explain any policies and procedures to parents or use any other methods to make sure that parents understand these.

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner's Office. A copy of the certificate can be viewed at <https://ico.org.uk/ESDWebPages/Entry/Z7715598>. All parent, child and staff information is stored securely according to the requirements of data protection registration, including details, permissions, certificates and photographic images. We will ensure that staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

We are required under legislation to keep certain records about children, parents and also staff members. Due to this legislation, we are required to keep this information for a set amount of time. Below is a brief overview of the information we keep and for how long. This policy should be used in conjunction with the Data protection and confidentiality policy and the GDPR privacy notice.

Funding forms	Digitally on Funding Loop until the Local Authority no longer requires them
Observation and assessment records of children	Observation and assessment records are kept electronically on Footsteps so there is a paperwork trail if an Ofsted inspector needs to see it
Personnel files and training records (including disciplinary records and working time records)	7 years
Child's blue folder including accidents & SEND	24 years
Visitors/signing in book	24 years as part of the child protection trail
Insurance documents	40 years
Health and safety checklists	3 years
Safeguarding records and concern forms	We will pass these on to the child's new educational establishment e.g. school. In the event that we are not informed of the child's new placement, we will keep the records for 24 years
Records of any reportable death, injury, disease or dangerous occurrence (for children)	As these incidents could result in potential negligence claims, or evolve into a more serious health condition, we keep records for 21 years
Records of any reportable death, injury, disease or dangerous occurrence (for staff)	3 years
Complaints log and records	7 years

Information and assessments about individual children are either given to parents when the child leaves or to the next setting or school that the child moves to (with parents' permission).

Nursery records and documentation that are not required to be kept are deleted or destroyed in line with the current data protection laws and our GDPR privacy notice which can be found on our website.

If parents have a specific deletion or retention request regarding any data that we hold, please raise a query in writing and we will respond formally to your request.

This policy will be reviewed annually and amended according to any change in law and/or legislation.

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A. Cooke

Written with guidance from the National Day Nurseries Association