



## **Information and Records Policy**

Mayville maintains records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. We enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting. If requested, providers should incorporate parents' and/or carers' comments into children's records.

Records are easily accessible and available confidential information and records about staff and children are held securely in a locked filing cabinet and only accessible and available to those who have a right or professional need to see them. Mayville is aware of its responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000.

We must 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 and/or carers are given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the DPA34.

Records relating to individual children are retained for a reasonable period of time after they have left the provision.

Mayville understands that The Data Protection Act 1998 (DPA) gives parents and carers the right to access information about their child that a provider holds. However, the DPA also sets out specific exemptions under which certain personal information may, under specific circumstances, be withheld from release. For example, a relevant professional will need to give careful consideration as to whether the disclosure of certain information about a child could cause harm either to the child or any other individual. It is therefore our policy that all staff in early years s have an understanding of how data protection laws operate. Further guidance can be found on the website of the Information Commissioner's Office at: [http://www.ico.gov.uk/for\\_organisations/data\\_protection.aspx](http://www.ico.gov.uk/for_organisations/data_protection.aspx) .

**Information about the child**

We record the following information for each child in our care: full name; date of birth; name and address of every parent and/or carer who is known to the provider (and information about any other person who has parental responsibility for the child); which parent(s) and/or carer(s) the child normally lives with; and emergency contact details for parents and/or carers.

**Information for parents and carers**

All parents/carers are provided with a booklet containing the following information;

- how the EYFS is being delivered in the setting, and how parents and/or carers can access more information;
- the range and type of activities and experiences provided for children, the daily routines of the setting, and how parents and carers can share learning at home;
- how the setting supports children with special educational needs and disabilities;
- food and drinks provided for children;
- details of the provider's policies and procedures including the procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting; and
- staffing in the setting; the name of their child's key person and their role; and a telephone number for parents and/or carers to contact in an emergency.

**A Prismall May 2015**

Reviewed April 2016

Reviewed April 2017

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