



## Mayville High School

### Information and Records Policy

We maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services, ISI and Ofsted, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. We provide a two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting. We incorporate parents' and/or carers' comments into children's records through Tapestry and parent feedback surveys.

Records are easily accessible and available. Confidential information and records about staff and children are securely held on SchoolBase which is password protected and access is only granted to professionals who need to see them. We are aware of our responsibilities under the Data Protection Legislation and where relevant the Freedom of Information Act 2000 and have whole school policies on Data Protection including Freedom of Information requests.

Staff are trained and understand the need to protect the privacy of the children in our 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 may access records about their child, provided that no relevant exemptions apply to their disclosure under the Data Protection Act.

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

### Information about the child

On admission the following information is held for each child:

- 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;
- emergency contact details for parents and/or carers.

### Information for parents and carers

We make the following information available to parents and/or carers in the Early Years Information Booklet, school website and Transition 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
- 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

### **Complaints**

The school has a written procedure for dealing with concerns and complaints from parents and/or carers. There is a written record of any complaints, and the outcome. All written complaints are investigated and complainants are notified of the outcome of the investigation within the published timeframe. The record of complaints is available to ISI/Ofsted.

Details about how to contact Ofsted/ ISI is on the notice board and the website if the provider is not meeting the EYFS requirements. If we become aware that we are to be inspected by Ofsted/ISI we will notify parents and/or carers and supply a copy of the report to parents and/or carers of children attending on a regular basis.

### **Information about the provider**

We hold the following documentation:

- name, home address and telephone number of all staff 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
- certificate of registration (which must be displayed at the setting and shown to parents and/or carers on request)

### **Changes to be notified to Ofsted/ ISI**

We understand our duty to notify Ofsted/ISI of any change in the following:

- address of the premises (and seek approval to operate from those premises where appropriate);
- changes to the premises which may affect the space available to children and the quality of childcare available to them;
- name or address of the provider, or the provider's other contact information; to the person who is managing the early years provision;
- any proposal to change the hours during which childcare is provided; or to provide overnight care

- any significant event which is likely to affect the suitability of the early years provider or any person who cares for, or is in regular contact with, children on the premises to look after children
- where the early years provision is provided by a company, any change in the name or registered number of the company
- where the early years provision is provided by a charity, any change in the name or registration number of the charity
- where the childcare is provided by a partnership, body corporate or unincorporated association, any change to the 'nominated individual'
- where the childcare is provided by a partnership, body corporate or unincorporated association whose sole or main purpose is the provision of childcare, any change to the individuals who are partners in, or a director, secretary or other officer or members of its governing body

### **Other Legal Duties**

We understand our legal obligation to comply with

- employment laws;
- anti-discriminatory legislation;
- health and safety legislation;
- data collection regulations;
- duty of care.

A Prismall July 2021

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