

INFORMATION AND RECORDS POLICY AND PROCEDURE

As a registered childminder I must keep specific information on your child and your family to comply with the law. I may also keep other useful information on your child as I get to know them and your family, this type of information gives me a greater understanding of your child's needs and will enable me to provide a better quality of care. Please be assured that I will always treat any information or details held on file about your family as confidential and would never pass on any information about you or your child unless I firstly obtain written permission from you or the persons responsible for your child. *(If you are unsure what parental responsibility is please see link*

<https://www.gov.uk/parental-rights-responsibilities/what-is-parental-responsibility>).

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Attendance Keeping

I keep a record of signing in and out using precise arrival and departure times. This is to ensure a record of the child's attendance is accurate. I also record attendance on my phone. This sheet will also be used as a fire drill record of attendance.

Confidentiality

The folder that contains all the information about your child, signed contract, observations, all about me sheets, medical records and emergency contact information is kept in a locked cupboard in my office. You are welcome to look at this folder any time, just ask me and I will get your child's file for you to read. I can make copies of any of the file and send it to you via email but I ask that the file does not leave my premises for the only reason it may get lost. You will not be allowed to read anyone else's file as this would be a breach of confidentiality.

I will not talk about your child's developmental progress or medical issues with anyone else unless I have your verbal or written consent. I prefer written consent first but should you need me to take your child to see a doctor or to another appointment urgently then I will call you immediately to obtain consent and would expect you to sign a letter from me to confirm I have taken your child, as requested by you, over the phone as you were unable to take your child yourself. I will need to add the reason why you were unable to take your child to this kind of urgent appointment yourself.

I will only discuss your child's development with you or people you have agreed to, this is because it is inappropriate for me to have any conversations with anyone about your child's development that you are unaware of. It will not help your child's development if I did talk to just anyone and the conversation could be taken out of context and told to third parties. If I am asked about your child's personality, developmental stage or medical issues and I do not have permission from you to discuss it with them, I will always say politely that I am not allowed to give out information about your child. When your child is with me at groups or out and about I will always pass on to you any positive comments about your child I hear during the day as this is an important part of the parents being involved in the child's day. On a very rare occasion I may hear a negative comment made about a child but should I encounter one about your child I will never pass

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these on to you as they are unhelpful, spiteful and upsetting and could be taken out of context or reiterated to a third party.

During the period that your child is with me you will learn specifics about my family life and my children and I ask that you respect my business and life and not talk about my family in a negative way to others and keep any details about our family doctor, our family routines, contents of my family home and other key information about my family confidential. I thank you in advance for this. I have a full complaints procedure should you be unsatisfied with my service; please see my Complaints Policy and Procedure.

Child Protection Programmes

If your child becomes part of a child protection programme I am obliged by law to share information with relevant authorities and will notify you of any conversations, letters or email correspondence I conduct regarding your child or your family as soon as I can. (Please see my Safeguarding Policy and Procedure).

Emergency Contact Information

When I am out and about I will carry all parents' emergency contact information with me in my icloud on my phone which is password protected. It will also contain permission from the parent for the child to be taken / not taken to hospital or given emergency treatment in the event of any accident or incident that requires this response. This information is also stored in the child's file in a locked cupboard which complies with my confidentiality statement.

Information about the child

The EYFS Statutory Framework states that I must record the following information for each child in my 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
- Emergency contact details for parents and / or carers

The information above will be recorded and filed in the child's 'All About Me' File which is stored in a locked cupboard in my office.

Information for parents and carers

As a parent you have the right to ask for the following information from me:

1. How the EYFS (Early Years Foundation Service) is being delivered in my setting
2. The range of activities and experiences, daily routines and how you can share learning at home
3. How I support children with special needs and disabilities
4. My policies and procedures that I have in place to keep your child safe and healthy
5. My staffing policies and procedures

Please see below short points on each item.

1. EYFS – I use the 'Statutory Framework for the Early Years Foundation Stage' which is a publication produced by the Department of Education. This document gives me my guidelines on how to deliver information, support your child with their developmental needs and also sets out how I should safeguard your child at all times whilst in my care. The EYFS seeks to provide;
 - Quality and consistency in all early years settings
 - A secure foundation through learning and development opportunities which are planned around the needs and interests of your unique child
 - A partnership working between practitioners and with parents / carers

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- Equality of opportunity and anti-discriminatory settings, ensuring that every child is included and supported

If you would like to have more information on the EYFS please visit website

<http://www.foundationyears.org.uk/> or you can look at this site on my computer with me or you can read the document 'Parents' Guide to the Early Years Foundation Stage Framework Exciting times ahead for you and your child' which is attached to this policy.

2. **Activities and experiences** – I have an activities folder which holds information on where I go and what I do so that you have a full picture of the things your child will experience whilst with me. You can suggest activities to me and I will make a note of them in my activities folder as it is always great to have new input especially from the parents.
3. **Special needs and disabilities** – If a child has special needs or a disability I will consult with the parents of that child to discuss how I can best support their child. I will also consult with Rachel Clelland who is an Early Years Project Officer for Inclusion in Bristol, please see my Equal Opportunity Policy and Procedure.
4. **Policies and Procedures** – I have various policies and procedures in place to ensure the safety of your child and to give a clear understanding how I will care and nurture your child. Please see my policies and procedures folder which is on a shelf in my dining area. I will also send you all the policies and procedures via email so you always have the most up to date copy. If you would like me to print the policies and procedures off for you to keep at home just let me know this is what you require.
5. **Staffing policy and procedures** – I currently employ two assistants, and apprentice, a cook, an admin assistant and a finance assistant. There is specific information I hold on my assistants which complies with the legal requirements set out in the 'Statutory Framework for the Early Years Foundation Stage' document produced by the Department of Education. (Please see my Safeguarding Policy and Procedure for employing staff).

Other childcare settings

With your permission and only when necessary I may share information with other childcare settings that your child is attending. This gives transparency of care between settings and enables joined up working practices for your child. (Please see policy and procedure – Working with parents and other childcare settings).

Storage of digital information

The Data Protection Act (DPA) is a law designed to protect personal data stored on computers or in an organised paper filing system. Below are the 'Data Protection Principles' set out on the governments website <https://www.gov.uk/data-protection/the-data-protection-act>. All the data collected and stored complies with the General Data Protection Regulation 2018

The Data Protection Act

The Data Protection Act controls how your personal information is used by organisations, businesses or the government.

Everyone responsible for using data has to follow strict rules called 'data protection principles'. They must make sure the information is:

- *used fairly and lawfully*
- *used for limited, specifically stated purposes*
- *used in a way that is adequate, relevant and not excessive*
- *accurate*
- *kept for no longer than is absolutely necessary*
- *handled according to people's data protection rights*
- *kept safe and secure*

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- *not transferred outside the European Economic Area without adequate protection*

There is stronger legal protection for more sensitive information, such as:

- *ethnic background*
- *political opinions*
- *religious beliefs*
- *health*
- *sexual health*
- *criminal records*

I will adhere to the data protection principles when collating, using and storing information about you and your family. Information on your family and your child that I have cared for will be kept until that child has turned 21 years and 3 months old. The NSPCC recommend that all childcare providers keep relevant information until the child turns 25 years old.