

Little Cubs Academy
Safeguarding and Welfare Requirements
3.16, 3.49, 3.51, 3.68, 3.69, 3.70, 3.71, 3.72, 3.73, 3.74, 3.77

Documentation and Information Policy

Little Cubs Academy is aware of its obligations with regards to storing and sharing information under the General Data Protection Regulation (GDPR) 2018 and the Freedom of Information Act 2000. It is also committed to complying with the legislation and the guidance. The Head Teacher and staff must be aware of the implications of the data protection and freedom of information legislation and of all roles and responsibilities.

The setting is committed to being open to parents/carers with regard to its policies and procedures and the information that each setting may hold on a child. Records and information will be available to parents/carers upon written request. There may be exemptions to this rule, but a letter will confirm this, stating the reason for any refusal in line with the Information Commissioner's Office.

Record Keeping

Information kept on a child will include the following:

- Birth name (and any other name by which the child is known)
- Date of birth
- Gender
- Religion
- Languages spoken
- Home address and telephone numbers
- Parent's/carer's name, who is known to the provider
- Name of parent/carer the child normally lives with
- Who is legally responsible for the child
- Parent's/carer's place of work and contact number (including emergency contact)
- Any other emergency contact names, relationship to the child and contact details
- Family doctor's name, address and telephone number
- Details of any special dietary requirements, allergies, food and drink preferences, needs of child
- List of immunisations
- Any other information relating to the child that educators or parents feel is relevant.

Little Cubs Academy use a Nursery Management System to maintain the records of the children; Parents/carers have access to this system and are informed immediately if any area of their child's data is updated.

The setting must record and submit the following to their local authority about individual children receiving the free entitlement to Early Years provision as part of their Early Years census.

- Full name
- Date of birth
- Address
- Gender
- Ethnicity

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- Special educational needs status
- The number of funded hours taken up during the census week
- Total number of hours (funded and unfunded) taken up at the setting during the census week
- One parents NI number and date for 30 hour funding.

Additionally, in accordance with our policies, other records will be kept and maintained by the setting:

- An up-to-date record of all staff, students and volunteers who are working at each setting including their name, address, telephone number, the number and date of the Disclosure and Barring Service (DBS) check, qualifications and emergency contact name, address and telephone number.
- A record of any other individuals who either reside on the premises or are regular visitors to the setting and their contact details.
- The attendance registers.
- An up-to-date waiting list with details of all children waiting for a place at the setting.
- Records of planned activities, including any off-site visits and outings.
- Records of any medication being held by the staff for children on behalf of the parent/carer.
- Records of signed emergency treatments authorised by the parent/carer.
- A fully completed and up-to-date accident, incident book and fire book.
- An up-to-date admissions list that will be kept nearby in case of a fire and/or other emergency.

For child protection purposes records of children who have attended our setting, accident and incident records and child protection records need to be retained until the child reaches the age of 21 – or until the child reaches the age of 24 for child protection records.

Where we keep your data and how we keep your data secure

Whilst your child is with us, we keep all personal data that has been provided either within our secure on-line system or in locked filing cabinets within our Head Office and in the office in your child's Nursery. The Head Teacher is responsible for keeping up-to-date records on the children.

What do we do with your data after your child has left the setting?

We are required by law to keep records as shown above for safeguarding. These documents are kept electronically and all paper versions are securely shredded along with any other documentation that is not required to be kept. The storage of such documentation is reviewed regularly and is deleted when no longer required to be retained.

Notification

Little Cubs Academy recognises that it is their responsibility to notify parents/carers, Ofsted and staff of any changes to any of its settings.

If changes are to be made to a setting, the setting owner will contact anyone that will be affected as soon as possible. If there are significant proposed changes there will be consultation with anyone who is directly affected.

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It is mandatory for Ofsted to be informed of:

- any change in the Head Teacher or Deputy Head Teacher of the setting
- any significant changes to the premises
- any significant change to the operational plan of the setting
- any event that is likely to affect the suitability of the Head Teacher or owner
- any changes to the company
- any complaints made against the setting
- where two or more children suffer from food poisoning
- any allegation of abuse by a member of staff or volunteer or any abuse that has allegedly taken place on the premises
- any significant event that is likely to affect the suitability of any person who is in regular contact with children
- any serious accident, illness or injury to, or death of, any child while in their care
- any other significant events.

Review Date	Name	Position	Signature
16.4.20	Ingrid Bard	Operations Manager	<i>Ingrid Bard</i>