



ACCESS AND STORAGE OF INFORMATION

EYFS: 3.68 – 3.71

At Salisbury Day Care we have an open access policy in relation to accessing information about the Daycare and parents' own children. This policy is subject to the laws relating to data protection and document retention. Staff will not discuss families personal details, except where it affects planning for the child's needs. Staff are made aware of the importance of confidentiality.

Salisbury Daycare documentation

Parents are welcome to view the policies and procedures of the Daycare which govern the way in which the Daycare operates. These may be viewed at any time when the Daycare is open, simply by asking the Daycare manager or by accessing them on the Early Years section of the Salisbury Primary School website. The Daycare manager or any other relevant staff member will also explain any documentation to parents or use any other methods to make sure that parents understand all our policies and procedures.

Developmental Records

All children will have their own personal developmental records and assessments. These are stored in a child's individual development file in the daycare room. Other observations, photos and video clips are held on the 2Simple app and associated website 2build a profile. This system is private and secure and further details are available at www.2buildaprofile.com. Parents sign a parental consent form to provide permission to take photos and video clips of their child. Parents are encouraged to view and contribute to their child's profiles.

Personal Records

As we hold personal information about children and families, we are registered under data protection law with the Information Commissioner's Office. A copy of the certificate can be viewed in the office. All parent, child and staff information is stored securely according to the requirements of data protection registration including details, permissions, certificates and agency reports. All these personal records are stored in a lockable cabinet in the daycare office.

The nursery's records and documentation are kept and stored in accordance with minimum legal archiving requirements. We currently archive records for at least 21 years and three months.

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

This policy was adopted on	Date reviewed	Date for review
1 st September 2015	December 2016	3 rd January 2018