

Access and Storage of Information

EYFS: 3.68 – 3.71

At Start Well Learning we have an open access policy in relation to accessing information about the setting and parents' own children. This policy is subject to the laws relating to data protection and document retention.

Parents are welcome to view the policies and procedures of Start Well Learning which govern the way in which the setting operates. These may be viewed at any time when we are open, simply by asking the manager or by accessing the file in the office, the reception area or in the main room. The manager or any other relevant staff member will also explain any policies and procedures to parents or use any other methods to make sure that parents understand these in line with the setting's communications policy.

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

As we hold personal information about staff 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 main reception area. All parent, child and staff information is stored securely according to the requirements of data protection registration including details, permissions, certificates and photographic images. We will ensure that staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

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