

Documentation and Information Policy

Presented to	Date	Name (Chair)	Signature
Collegiate			
Trustees			
Review			

1. Protecting privacy

1.1. All personal information is kept in Kindergarten in a locked filing cabinet and is only available to staff members and other professionals who have a right to access.

1.2. All information in the Kindergarten is available with regards to the Data Protection Act and where relevant, the Freedom of Information Act.

1.3. All staff understand the need for protecting the privacy of children in the Kindergartens care.

2. Learning records and documentation files

2.1. Records are kept to record children's progress by the child's key person. These are locked in the filing cabinet to ensure confidentiality.

2.2. These are available for parents and carers to access whenever they wish. Parents/carers have access to all records about their child, provided that no relevant exemptions apply to their disclosure under the Data Protection Act.

2.3. Records and information are stored and shared with parents and carers as necessary to ensure the needs of all children are met.

2.4. Individual records are kept for a reasonable period of time after they have left the Kindergarten.

2.5. The Kindergarten records the following information for each child:-

2.5.1. Full name

2.5.2. Date of birth

2.5.3. Name and address of every parent/carer who is known to the Kindergarten

2.5.4. Information about any other person who has parental responsibility for the child

2.5.5. Who the child normally lives with

2.5.6. Emergency contact details for the parents/carers