

Information and Record Keeping Policy

Bloom Day Nursery has a duty to keep all required documentation for the safe and efficient management of Bloom Day Nursery and share these with parents/carers and other professionals working with a child. Police, Social Services and Ofsted will require access to necessary documentation if the need arises.

The Statutory Framework for the Early Years Foundation Stage April 17 (3.68-3.71) Information and Records, (3.72) Information about a child, (3.73) Information for parents and carers, states the regulations and requirements for all early year's settings including (3.76) Information about the provider.

Records relating to children and their development will be used to support a child's learning and welfare whilst attending Bloom Day Nursery. Records shared with parents/carers enables a two-way flow of information and allows everyone to participate in a child's learning and development.

Confidential information relating to all Bloom Day Nursery employees and children who attend Bloom Day Nursery must be kept securely and only accessible to those who have a right to those documents or a professional need to gain access to them. This is in-line with the Data Protection Act (DPA) 1998.

Bloom Day Nursery Key Carers will be made fully aware at the time of induction of the importance of protecting children's privacy and the legal requirements that exist to ensure confidentiality. Parents/carers must be given access to all records about their child provided that no exemptions have been applied through the Data Protection Act (DPA).

Bloom Day Nursery will need to take the following information regarding all children in attendance:

- Full Name
- Address
- Date of Birth
- Name, Address and contact Telephone Number of all parents/carers
- Name, Address and contact Telephone Number of those with parental responsibility
- Who the child normally resides with
- All details of an emergency contact person (name, address and telephone numbers)



Bloom Day Nursery will ensure that parents/carers have access to the following information:

How we are implementing the Early Years Foundation Stage and how parents can access further information via www.DfE.co.uk.

Parents sign permissions for the on-line Early Tracker in which Key Carers share observations with parents, we can track a child's individual learning and development and parents can share home learning experiences too.

The daily routine of the setting and how children will be supported to participate in the day to day routines and activities on offer within Bloom Day Nursery.

The settings named SENDCO (special educational needs and disabilities co-ordinator) and their role when supporting children and their families requiring additional needs support.

Bloom Day Nursery will inform parents of the weekly menus detailing the healthy and nutritious foods on offer for all children. Details will be displayed and also found on the company website www.bloomdaynursery.co.uk

Parents/carers will be notified of where to find all necessary policies and procedures and informed if they have been amended or updated in accordance with current legislations or initiatives. This will include how to access and read all Ofsted reports relating to Bloom Day Nursery.

All Bloom Day Nursery carers will be introduced to all parents, especially the child's nominated key carer with details of their role and responsibilities.

Parents/carers will be given information on the many ways they can contact Bloom Day Nursery, via telephone, emailing and website enquiries.

Bloom Day Nursery will also hold the following documentation:

Name, home address and contact telephone number of the provider and any other person employed at Bloom Day Nursery.

A daily record of the names of all children being cared for on the premises, their contracted hours of attendance and the name of their key carer.

The Ofsted registration certificate, which must be displayed and shown to parents/carers on request.

Date of Review: March 2018