

Mad Hatters

Confidentiality Policy (General Data Protection Regulations)

Our General Data Protection Regulations Policy states how we share information and how we keep our records, ensuring we meet our responsibilities under the General Data Protection Regulations and the Freedom of Information act 2000. This policy covers how information is shared, and who we share information to, those who are responsible for data protection, and how we deal with any breaches in data protection. We are not permitted to share information with other parties unless stated below, and consent has been given however, as stated in Working together to safeguard children 2015 (Information Sharing) we “may still share information without consent if, in your judgement, there is good reason to do so, such as where safety may be at risk”. All personal files are available upon request (this includes your child’s files), however all third parties’ information will be kept confidential unless consent has been given. Regarding employees, this policy is enforced through a statement of particulars which is issued on employment.

- 1) We store all children’s files, and staff files in the filing cabinet in the office, which are kept locked and only the Management team have access to these files. The office is also kept locked when nursery is not open. Children’s files are kept for a reasonable period of time after a child has left the setting (usually a minimum of 2 years or until our next OFSTED inspection) to ensure we are following the Statutory Framework for the Early Years Foundation Stage.
- 2) All personal files that are kept on our nursery computer are password protected, and only accessible by the management team.
- 3) If a parent/carer requests a meeting with the Nursery Manager, this will be conducted in the office with the Nursery Manager and/or the Deputy Manager if the need arises.
- 4) No child’s individual requirements are discussed with other parents/carers.
- 5) All records must be made available to OFSTED at any time they request.
- 6) Our registration certificate is available to view on our notice board.
- 7) Administration of medicines is done discreetly, and each child has their own separate page.
- 8) Accidents are recorded on an accident form. A copy is given to the parents/carers, and a copy in the office folder. We keep accident forms on file until 3 years after the child’s 18th Birthday.
- 9) All matters arising in the Nursery are not disclosed outside of the Nursery.
- 10) All personal matters regarding the nursery are not put on social media websites. The use of the Mad Hatters Staff group page is to share activity ideas, and to exchange information that is not case sensitive the children, and no children’s names will be used under any circumstances.

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- 11) Mad Hatters has a group Facebook page for parents where by Management will keep parents informed of activities within nursery, and any information needing to be shared however, personal information will not be shared with parents on our Facebook page.
- 12) Mad Hatters will ask for an email address to allow us to send out your monthly invoice for nursery fees. It is important for us to keep you updated with what is happening within nursery and therefore we use your email address to send you monthly newsletters, and at times may use your email address as a form of communication about matters regarding fees or change of details etc. We do not send out personal information in our monthly newsletters.
- 13) Any matters concerning Safeguarding should also be referred to the Safeguarding Policy. Mad Hatters will refer those who they feel are at risk of harm to the safeguarding children's board without consent, otherwise consent will be sought.
- 14) As part of the Early Years Foundation Stage we are required to hold on record for each child:
 - full name
 - date of birth
 - the name and address of every parent and carer who is known to the provider (and information about any other person who has parental responsibility for the child)
 - which of these parents or carers the child normally lives with.
 - emergency contact details of the parents and carers.
 - a record of the name, home address and telephone number of any other person living or employed on the premises.
 - a record of the name, home address and telephone number of anyone who will regularly be in unsupervised contact with the children attending Mad Hatters Day Nursery.
 - a daily record of the names of the children looked after on the premises, their hours of attendance and the names of the children's key person
 - a record of each child's dietary needs.
- 15) While at Mad Hatters if a child attends another setting, we will need to keep a regular flow of information regarding your child between us and the other setting. We will always ask for consent before this is carried out. We will discuss the best possible method to pass on information that is agreed by all parties, ensuring this is kept confidential and maintained.
- 16) We may also ask for your child's birth certificate, parents national insurance number and parents date of birth, and share this information with the Local Authority due to the Local Authority requesting this information to process your child's funding if they are eligible. We keep a copy of these on file as requested by the Local Authority for auditing purposes. Please also note that information regarding your child such as their full name, date of birth, address, gender, and ethnic origin, as well as parents full name will also be shared with the Local Authority to be able to claim for your child's finding. All information will be completed on a Parent Declaration form to be completed.

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- 17) Tape recorders will be used to record observations taken from staff and stored on the computer, and kept password protected. At times these may be used in the rooms, however these are carried out to support development and training for staff, and will not be viewed outside of the setting, unless required too for safeguarding reasons.
- 18) To be able to share with you who your child's key person is and the qualification's they hold we display these outside the rooms for parents and visitors to see. The statutory requirements states that we should display those who have paediatric first aid for our parents to see.
- 19) At Mad Hatters we also promote communication, personal and social skills, and understanding the world skills by displaying photos of the children and their family in their key rooms, as we feel this is an important part in children's development. Consent is always sought before displayed and these are then shredded or given back to the family when the child leaves.
- 20) On a day to day basis staff will be recording observations and records about the children in their care. These will be kept on premise and recorded in their individual learning journals. These are accessible throughout the day in individual rooms, and parents/carers may have access to them. These are for the sole use of the children's development and all personal and sensitive information will be kept on the records in the office.
- 21) During the COVID-19 crisis some members of staff were furloughed and wages recovered through the job retention scheme. In line with the government guidelines all staff whose wages were recovered through the coronavirus job retention scheme will have their records held on file for a minimum of 3 years.

The Data Protection Officer is Sarah Holmes

Open Access Policy

Mad Hatters believes that an open access policy is the best way to encourage participation.

Parents/carers are encouraged to view the policies and procedures, these govern the way in which the nursery works at any time when the nursery is open. On confirmation of your child's place at Mad Hatters, a welcome pack containing different policies and procedures, such as safeguarding, equal opportunities, complaints and health and safety, are provided for you. However, a full list of our policies is available on our website. Copies are available on request, simply by asking a member of staff.

Access to their child's records, including learning journals are accessible to parents. Their learning journals are located in their child's base room, and these are available throughout the day to look out. However, if parents would like to view their child's records, they will need to ask a member of staff, as these are located in the office to comply with our confidentiality policy. All information held by Mad Hatters is kept confidential, and we ensure we meet our responsibilities under the Data Protection Act 1998, and the freedom of information act 2000, and the General Data Protection Regulations 2018.