



INFORMATION SHARING POLICY

We recognise that parents have a right to know that information they share will be regarded as confidential as well be informed about the circumstances and reasons when we are obliged to share information.

In most circumstances we will explain to families how, when and why information will be shared about them and with whom, first seeking written permission, unless it puts a child at risk or undermines a criminal investigation.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. That is when:

- It is to prevent a crime being committed or to intervene where one may have been or to prevent harm to a child or adult.
- Not sharing it could be worse than the outcome of having shared it.
- Where there is evidence that a child is suffering, or is at risk of suffering, significant harm.
- Where there is reasonable cause to believe that a child may be suffering or is at risk of suffering significant harm.
- To prevent significant harm arising to children and young people or serious harm to adults including the prevention, detection and prosecution of serious crime.

REGISTRATION SYSTEM

- The Nursery will record the time of arrival and departure of children and staff; we will also record who dropped off and picked up the children.
- The system used includes a visitors' register to record the time of arrival, time of departure, and whom they are visiting or the purpose of their visit.
- The Visitors register is found on the table inside the Nursery's entrance area.

RECORD KEEPING

By law, full details must be kept of the children attending the group. Relevant details are transferred to the register that is open to regular inspection by OFSTED. The attendance record must be completed as children arrive/depart. Total attendance figures for the morning and afternoon sessions are recorded on a daily basis.

Children's records include confidential information supplied by parents covering:

- Full names, address and telephone number of parents and child, including name by which the child should be addressed in Nursery.
- Child's date of birth.
- Record of immunisation and allergies and any other significant health information.
- Parents' place of employment and telephone number, telephone number of 2 carers to be contacted in an emergency.
- Name, address and telephone number of family doctor.
- Written consent for group staff to provide first aid or seek medical attention.
- Special requests and requirements about religious observance, food, clothing, health or other matters which we should observe while child is in the Nursery.
- Background information on the child which may help us understand him/her e.g. any special fears, names of brothers or sisters, any family problems, illnesses, special toys etc.
- Any other relevant information e.g. parental access or custody arrangements.

Record Keeping Procedures

- A key carer will be allocated before the child starts; they will liaise with parents from the beginning.
- The child will be allocated their own folder, which will have name; date started and date of birth on the outside. In it must be kept- child detail forms, medication forms, accident forms, accidents at home and existing injuries forms, permission forms, ASQ forms (Ages and Stages Questionnaires), etc.

- Any staff member can make observations and evidence gathering relevant to individual children's development.
- Observations and evidence to be collected daily on Tapestry -online learning journal.
- Parents have access to their own child's records on Tapestry -online journal.
- If a child is moving on to school, we will produce a Transition Report, it will be shared with parents and photocopied twice. Parents will be given the original, 1 copy to be archived at Nursery and the other to be sent to the school.

STAFF AND VOLUNTEER RECORDS AND INFORMATION

Tree Tops Owner and Manager Ann Virk and Deputy Manager Karolina Solly will ensure:

- That staff are meeting the correct ratios and this is maintained at all times;
- Staff are qualified and experienced as laid down in EYFS Guidelines.
- Records are kept of our arrangement for staff induction and training;
- Confidential records are kept on the premises.
- All records on staff, volunteers, students are kept confidential;
- Record systems are in place for supervision and appraisal. Support, coaching and training are ongoing and take place at relevant moments or during planned sessions.
- All staff are required to have a DBS certificate and have completed an EY2 form. We hold photocopies of these which are kept securely and confidentially. These are only accessible to the Owner/Manager and Deputy Manager.

Tree Tops day Care Information Sharing policy is compliant with the new EU GENERAL DATA PROTECTION REGULATION GDPR from 25 May 2018.

By providing us with phone numbers and email addresses parents agree to be contacted by nursery staff if necessary.