



Freedom of Information, Data Protection, Data Collection and Records Policy

Rationale

Clarendon Children's Centre holds confidential information and will ensure that it follows the highest quality data protection systems and procedures to ensure the safety and security of children, parents and staff. Clarendon Children's Centre recognises that the accurate and up to date records, policies and procedures are essential to the safe and efficient management of the Centre.

Clarendon Children's Centre has written this policy to ensure that best practice and procedures are carried out at the Centre. This policy complies with the legal requirements of the Early Years Foundation Stage statutory framework.

Implementation of the Policy

- *Clarendon Children's Centre* will collect data and information about children, parents and Centre users to monitor outcomes and the impact the Centre has on achievements for individuals and groups.
- The Centre will also collect and store information and data it is required to do so by law and government legislation.
- This policy does not cover legislation in its entirety however it outlines the main provisions and the Centre's commitment to adhere to the legislation.
- The Centre understands fully its obligations under the Data Protection Act and will comply with its regulations.

- Fully abides by the conditions relating to the collection and use of data held containing personal information about children, staff, parents and Centre users.
- Makes clear and specified the purposes for which the information and data collected is going to be used.
- Only collects information and data which is necessary for the operational needs of the Centre or is required by law.
- Ensures that information and data is held for the length of time specified by legislation and dispose of it safely when no longer required.
- Informs people of their rights and how to exercise them which include; access to personal information, prevention of processing in certain instances, correction or deletion of information which is regarded as incorrect.
- Takes every possible action to store data and information securely in order to safeguard personal data and information held at the Centre.
- Ensures that personal information is not transferred abroad without suitable safeguards.

Record Keeping

The following data and information will be kept for each individual registered at the Centre.

1. *Full Birth Name and Preferred Name*
2. *Date of birth*
3. *Name of parent or carer with legal responsibility*
4. *Emergency Contact Details including address and telephone numbers*
5. *Gender*
6. *Childcare or School settings attended appropriate.*
7. *Ethnic origin*
8. *Religion*
9. *Languages spoken at home*
10. *Parents or carers place of work and contact number(s).*
11. *Second and third emergency contact names and numbers*
12. *Family doctor's name, address and telephone number*
13. *Health visitor's name, address and telephone number (if applicable).*
14. *Details of any special health issues (including a special educational needs or physical disability)*
15. *Dietary requirements, allergies and food and drink preferences.*
16. *Records of immunisation.*
17. *Records of children's progress and achievements.*
18. *Names of people authorised by parents or carers to collect children, along with recent photographs.*

The following records and information will be stored at the Centre in addition to the above:

- Personnel information including a record of all staff, students and volunteers who work at the Centre including their name, address, application form, CRB check, references.
- Attendance registers and signing in and out sheets and the names of Centre users. The admission list will also be kept at the Centre.
- The Centre's waiting list with details of all children and adults waiting for a place at the Centre for childcare or services and activities offered at the Centre.
- Planning, assessment and evaluation records of the activities planned and implemented by the Centre, including any off-site visits and special events.
- Records of First Aid, accidents and administering medication forms and reports including permission slips signed by parents and carers.
- An Inventory of resources and equipment owned and disposed of by the Centre.
- Accident and Incident Record Logs.
- A Fire Safety Information Folder and log of fire drills and safety equipment checks.
- Asbestos Register.
- Legionella records and reports including Permits to Work.
- Constructions, Design and Management (CDM) procedures and information file.
- Information, records and data will be stored in a locked safe storage which is the responsibility of the Centre Manager.
- The Centre Manager has responsibility for the ensuring that records held are accurate and up to date.
- The Centre will retain records relating to individual children and adults for one year after the last attended session unless guidance from statutory bodies states otherwise.

Notification of Changes

- ***Clarendon Children's Centre*** will keep Centre users, OFSTED and statutory bodies informed of any changes to the organisation, management and records held at the Centre which directly affects them.
- Adequate warning and consultation will be given if changes are to be made which affect individuals, groups and stakeholders at the Centre.

The Centre has a duty to inform OFSTED if the following changes occur:

- *Changes to the name and address of the premises where the Centre is operating.*
- *Changes to the members of staff.*

- *Changes to individuals who are members of the Governors Board.*
- *Significant change to the premises.*
- *Significant changes to the operational plan or hours of the Centre.*
- *Any allegation of abuse by a member of staff or volunteer or any abuse which is alleged to have taken place on the premises.*
- *Any other significant events likely to affect the suitability to look after children.*

Confidentiality

Clarendon Children's Centre has a strict confidentiality policy and will not;

- Discuss confidential incidents or issues with people other than those affected or involved.
- Communicating sensitive and confidential information to the relevant people.
- Confidentiality will be overridden if a member of staff or Centre Manager has good reason to believe that a child or adult is at risk.
- Staff members or volunteers who break the confidentiality code of conduct will be disciplined by the Centre Manager according to the Staff Competency and Disciplinary Policy and Procedures.

Any questions or concerns regarding this policy should be made to the Centre Manager Sue Burgess .