

Policy 01

Access and storage of information

We believe that an open access policy is the best way of encouraging participation.

Parents/carers are welcome to view the policies and procedures file, which governs the way in which the nursery works. These can be viewed at any time when the nursery is open by asking the Principal, Darrell King or the Manager, Kerry Averre. Parents are also welcome to see and contribute to all the records that are kept on their child; however the nursery will adhere to the Data Protection Laws.

If a parent/carer wishes to have access to their child's records, an application should be made in writing to Darrell King.

The nursery ensures that it is registered in regard to data protection and a copy of the certificate can be viewed at the Nursery, upon request. All parent, child and staff information is stored securely according to data protection registration, including details, permissions, certificates and photographic images.

The nursery's records and documentation are kept and stored in accordance to the minimum legislative archiving time. We currently archive all records for at least 5 years and first aid and accident books for 21.5 years.

This will be reviewed annually and amended according to any change in law/legislation.