

ACCESS AND STORAGE OF INFORMATION POLICY

At RAFA Kidz we have an open access policy in relation to accessing information about the nursery and parents' own children. This policy is subject to the laws relating to data protection and document retention and should also be read in conjunction with our Confidentiality Policy.

1. NURSERY POLICIES

Parents are welcome to view the policies and procedures of the nursery which govern the way in which the nursery operates. These may be viewed at any time when the nursery is open, simply by asking the Nursery Manager or by accessing the policy on the nursery website.

2. CHILDREN'S RECORDS

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner's Office. All parent, child and staff information, including details, permissions, certificates and photographic images, is stored securely according to the requirements of data protection legislation. We will ensure that staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. Further details about how we meet our data protection responsibilities are set out in our Data Protection and Confidentiality Policy and our Privacy Notice.

3. RETENTION PERIODS

RAFA Kidz is required under legislation to keep certain records about children, parents and also staff members. Due to this legislation we are required to keep this information for a set amount of time.

Below is a brief overview of the information we keep and for how long. This policy should be used in conjunction with the Data Protection and Confidentiality policy and the Privacy Notice. In particular, we are required by our insurance company to retain personal data as part of a safeguarding / child protection risk management programme for a minimum of 50 (fifty) years. This is to ensure that relevant documentation is available should any allegations of abuse come to light in future.

In particular, the following documents / records will be securely retained for a minimum of 50 years:

- Records of safeguarding training delivered to employees;
- Records of any child protection / safeguarding / abuse allegations or incidents including notification to the appropriate authorities;
- Copies of relevant information and accompanying correspondence relating to abuse of children whilst in the care of RAFA Kidz or participating in our organised activities;
- A record of our public liability insurance policies;

- Summaries of employees record of service including name, position held, dates of employment and DBS checks.

Type of record	Retention period
Nursery policies	For 3 years after expiry
Safeguarding / child protection policy	50 years
Liability insurance policies	50 years
Newsletter and circulars to employees and parents	3 years
Applications for admission	If a child joins Nursery this will become part of their record. If the application is held on a waiting list until a place is offered or the application is subsequently withdrawn. If the application is withdrawn 12 months
Children's records	A reasonable period of time after children have left the nursery. We will follow the Local Authority procedure in this respect.
Observation, planning and assessment of children	We will keep our planning filed since the last inspection date so that there is a paperwork trail if an inspector needs to see it. Information and assessments about individual children is either given to parents / those with parental responsibility when the child leaves or to the next setting / school that the child moves to (with the parent's permission).
Accidents and pre-existing injuries	3 years from the age the child reaches 18 years old, unless they are relevant to child protection, in which case for 50 years
RIDDOR reports involving children	3 years from the age the child reaches 18 years old, unless they are relevant to child protection, in which case for 50 years
RIDDOR reports involving adults	3 years
Safeguarding / child protection records and cause for concern forms	50 years
Concerns / allegations about behaviour of an adult who works with our volunteers with children	Until the individual reaches the age of 65 or for 10 years, whichever is longer
Visitors / signing in book	50 years as part of the child protection trail.

Nursery records and documentation that are not required to be kept are deleted or destroyed. If Parents have a specific deletion or retention request regarding any data that we hold, please raise a query in writing and we will respond formally to your request.



This policy will be reviewed on a three-year cycle, or earlier if subject to legislative changes.

Date Originated	MAY 2019	Signature
Date Reviewed		