



## The Play Den

### 18 Safeguarding and Welfare Requirements

#### INFORMATION AND RECORDS

The setting obtains and maintains records and shares information with parents, carers and anyone else involved in the care of your child such as other settings (e.g. schools) and other professionals such as Speech and Language therapist, Health Visitors and Social Services.

The Play Den encourages input from parents and other carers. We do this by:

- Actively obtaining significant events from home
- Uploading observations, photographs and reports to Tapestry
- Inviting parent/carer comments to obtain your views before reports are written
- Sharing your child's Learning Journey a minimum of 3 times per year by providing written summary reports of progress
- Holding parent/carer evenings and open days
- Inviting parents to attend ad-hoc meetings if required such as to discuss your child's development.
- In addition, we copy reports to your child's other setting (such as other pre-schools) **(Safeguarding and Welfare 3)**

All child records and safeguarding records are stored in the office in a locked filing cabinet that is accessed by the setting manager and deputy manager.

Learning Journeys are stored in the office that is accessed by authorised staff and the office is locked at night. Only those authorised to view our records are able to do so. We obtain your permission to store and share your child's information with other professionals.

**Some information is stored on the setting lap tops, cameras or tablets (such as photographs prior to printing). This is accessed only by staff and is password protected to ensure no unauthorised personnel can access the information. The Play Den is registered with the Information Commissioners Office to ensure we adhere to the General Data Protection Regulations (Safeguarding and Welfare 3)**

Staffs sign a letter upon induction to ensure they understand the settings policy on confidentiality. Parents may view any records held about their child at any time, providing that there are no relevant exemptions applied to the disclosure under the General Data Protection Regulations **(Safeguarding and Welfare 3)**

#### **CHILDRENS RECORDS:**

Records relating to individual children will be held for 3 years after they have left The Play Den. **(Safeguarding and Welfare 3)**

The records we hold include:

- The full name
- Date of birth
- Name and address of every parent or carer
- Anyone who has parental responsibility for the child
- Which parent/carers the child normally lives with
- Emergency contacts for parents or carers
- Any adults (over 16) authorised to collect the child \*
- A password system to confirm the identity of the adult collecting the child.

\*In the event a parent or carer wishes to update the password or authorised adults, this must be obtained in writing such as via email or in person. Text or phone calls are not acceptable.

### **(Safeguarding and Welfare 3)**

(The Play Den provides information for parents that include:

- How the EYFS is being delivered and how you can access more information. This is on the parent/carer notice board and in your induction pack
- The Daily Routines of the setting and ideas for parents or carers to share learning at home
- How the setting supports children with Special Educational Needs and disabilities (See separate policy).
- A menu of meals provided is on the parent notice board. Refreshments are limited to milk and water to encourage healthy teeth, details of which is in your induction pack
- The setting's policies are held in the reception and can be viewed at any time. They are also on our website: [www.theplayden.co.uk](http://www.theplayden.co.uk). There is also a list of policies in your induction pack. These include Failure to Collect and Missing Child
- The names of the staff and qualifications held are listed in your induction pack. In addition, staff names and photographs are on the parent notice board.
- Your child is allocated a 'key person' which you will find in your induction pack. The telephone number of the setting, setting mobile number, the address and e-mail address of The Play Den is also in your induction pack.
- If your child's key person changes, you will be notified of this.

### **(Safeguarding and Welfare 3)**

#### **PROVIDER RECORDS:**

The setting holds the following information:

- Name, address, telephone numbers of other people living and working on the premises
- Name, address and telephone numbers of anyone else in contact with the children. N.B. any person who has not completed an enhanced DBS check will never be unsupervised.
- A daily record of the names of children being cared for, their hours of attendance and the names of each child's key person.
- The certificate of registration is displayed in the reception.

**(Safeguarding and Welfare 3)**

**CHANGES:**

The Play Den will notify Ofsted of:

- Any change of address
- Change to the premises
- Changes to the name of the setting or contact information
- Any person aged over 16 living or working on the premises
- Any change to the hours that childcare is provide or to provide overnight care
- Any significant event that may affect the suitability of the setting or any person who cares for children
- Changes to the manager (within 14 days). The person's name, former names and aliases, date of birth and home address will be provided. **(Safeguarding and Welfare 3)**

This policy was produced on 18/4/13 and last updated on 11/4/19