



Access to Information Policy

At Loughborough Nursery we have an open access policy in relation to accessing information about the Nursery and parents/guardians' own children. This policy is subject to the laws relating to data protection and document retention.

Parents are welcome to view the policies and practices 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 file in reception or on our website. The Nursery Manager or any other relevant staff member will also explain any policies and practices to parents or use any other methods to make sure that parents understand these.

If a parent/guardian wishes to access personal files held by the Nursery, these requests must be made in writing. Some records may be covered by data protection laws and, where relevant, guidance from the relevant agencies for child protection. These laws must be taken into account before any files are released.

At Loughborough Nursery we keep records which contain information that is required by Ofsted and is confidential. The current information that we require can be found below:

- Family Name
- Home address/Alternative parental address
- Emergency contact addresses/numbers
- Parental responsibility
- Culture/religion
- Special requirements
- Dietary requirements
- Medical information
- Permission forms

If a parent/guardian wished to see their child's record they must contact the Nursery Manager.

As we hold personal information about staff and families, we ensure all parent, child and staff information is stored securely according to the requirements of data protection regulations including details, permissions, certificates and photographic images.

The Nursery's records and documentation are kept and stored in accordance with minimum legal archiving requirements.



This policy was created by: Miss C Brindley

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