Access and Storage of Information

Reviewed: July 2021
To be reviewed: July 2022

We, at The Little Learner's Nursery Group, believe that an open access policy is the best way of encouraging participation.

Parents are welcome to view the policies and procedures file, which governs the way in which the nursery operates. These can be viewed at any time when the nursery is open, simply by asking the nursery manager or by accessing the nursery website.

Parents are also welcome to see and contribute to all the records that are kept on their child; however the nursery will adhere to Data Protection Laws.

The nursery ensures that it is registered in regard to data protection and a copy of the certificate can be viewed in the school office. 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.

Admissions information – 3 years after the child leaves

Accident and Incident forms – 3 years after the child leaves

Child Protection and Senco Information – 25 years

All personal information will be shredded

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