DERBYSHIRE County Council

V: Information and record keeping - Information for parents and carers

What do I need to know?

- Legal Framework
  - Data Protection Act 2018
  - Freedom of Information Act 2000
- EYFS statutory framework for group and school based providers (publishing.service.gov.uk) page 40, paragraph 3.82

Information and record keeping - Information for parents and carers (page 59 of audit)	Things to consider and discuss:
Do you **ensure** you make the following information available to parents and, or carers: • how the EYFS is being delivered in the setting and how parents and, or carers can access more information? • the range and type of activities and experiences provided for children, the daily routines of the setting, and how parents and carers can share learning at home? • how the setting supports children with special educational needs and disabilities? • food and drinks provided for children? • details of your policies & procedures (all providers must make copies available on request)? • the procedure to be followed in the event of a parents and, or carer failing to collect a child at the appointed time, or in the event of a child going missing at, or away from, the setting? • How staffing in the setting is organised? • The name of their child's key person and their role? • A telephone number for parents and, or carers to contact in an emergency?	• How and how often do you evaluate the range of information included in your welcome pack? How do you consult with parents about additional information they may find useful? • How and what are parent and, or carers preferred means for being contacted and how do you acquire and store the contact details for each parent and, or carer? • Are there any barriers to communicating with parents and, or carers and how do you plan to resolve this? • How do you promote a two-way flow of information between you and parents and, or carers? How do you know that communication with parents and, or carer is effective? • How, what and where is information shared with parents and, or carers about the EYFS and how is it being delivered throughout your provision? • Is relevant information, such as safeguarding flowcharts, or policies such as the complaints policy, displayed including how to contact Ofsted? • How and what information is shared with parents and, or carers about the range and type of activities and experiences provided for the children and daily routines? • How and what information is shared with parents and, or carers regarding how they can support their child's learning at home? How are these methods effective in engaging parents and, or carers? How do you know? • How and what information is shared about children with SEN and disabilities? How are these methods effective in engaging and supporting parents and, or carers? How do you know? • Do you know where you can signpost parents for further information, help and, or support relating to a child with SEND? Where would you send parents and, or carers?

- Have you obtained parental consent for information sharing with other professionals, and what information will be shared?
- How and what information shared regularly with parents and, or carers about food and drinks provided for children? How do you involve parents and, or carers and children in food and drink choices and planning?
- How do you share your policies and procedures with parents and, or carers?
- How do you share your procedures including safeguarding and child protection, failing to collect a child, if a child goes missing at or away from the setting and your complaints policy and procedures?
- How do you ensure both staff and parents and, or carers know and understand what the legal term 'parental responsibility' means?
- How do you ensure that all staff are aware of who has parental responsibility for each child?
- How do you collect information about whether a child is a child in care? Do you know which local authority the child in care is registered with? Have you obtained the name of the social worker for the child? How do you monitor child attendance? What to do if you have concerns about a child attendance?   Have you contacted and informed this with Virtual School?
- How and what information do you share with parents and, or carers about staffing in the setting? How often do you review this information and share changes with parents and, or carers?
- How and what information do you share with parents and, or carers about the name of their child's key person and their role?
- Does information provided to parents include a telephone number for parents and, or carers to contact in an emergency?
- How do you ensure you meet Data Protection and GDPR legislation?
- When and how do you share information with parents and, or carers and statutory bodies? How do you ensure staff know this information to ensure they are following Data Protection and GDPR legislation?
- When do you need parental permission to share information with health professionals, other settings, schools, etc.? Do you need parental permission to share information about a child's learning and development? What information can be shared without parental consent?

Useful links and further help:

Information sharing advice for safeguarding practitioners
Early Years practitioners: using cyber security to protect
Guide to the General Data Protection Regulation
Guide to the UK General Data Protection Regulation (UK GDPR) | ICO

Data Protection Act information
Information Commissioners office

Derby and Derbyshire Safeguarding Children Partnership
Working together to safeguard children
Keeping children safe in education

Local Offer - Derbyshire
Derbyshire Information, Advice and Support Service for SEND
SEND code of practice: 0 to 25 years - GOV.UK (www.gov.uk)
SEND: guide for parents and carers - GOV.UK (www.gov.uk)

What to Expect When?- a Parent's Guide
Integrated review - Derbyshire County Council
Inspecting registered childcare providers: information for parents
Ofsted's role in regulating childcare: poster for parents

Homepage | Food Standards Agency
Nutrition in nursery schools
First steps nutrition good food choices and portion sizes for 1 – 4 year olds
NHS eat well guide
The Eatwell Guide
Change4Life
Childhood obesity: applying All Our Health
Healthy diet recommendations - British Nutrition Foundation
Eat Better, Start Better | From pregnancy to children aged 5
Healthy eating and safe food preparation | From pregnancy to children aged 5
Health Protection in schools and other childcare facilities
Food Standards Agency
Safer food, better business for caterers
Safer food better business for childminders
Allergen guidance for food businesses

For advice and support regarding Data Protection and GSPR contact: GDPRfor.EarlyYears@derbyshire.gov.uk

Derbyshire SchoolsNet - Early Years Quality Team
Derbyshire Early Years Service - Eventbrite
Email: CS.EYS@derbyshire.gov.uk