

Privacy Policy

We are registered with ICO.

The storage and use of personal information is detailed in the following policies; Records and Registration, Child Protection and Children's Learning.

Our registration form sets out all the details we need about a child and this is kept in the registration file as well as essential information being copied on to the register. These are kept in a locked cupboard in the staff area.

Extract from Children's Learning Policy

Records

"Parents are entitled to see their child's records but will need to ask as they are stored securely. It is part of the ethos and values of Artisans that respect is shown to all so the style of the records will always be suitable for all those entitled to see it. Reference to other children if ever necessary will be through the use of codes to protect identity. It is hoped that parents will be happy to look at records alongside staff who will then be able to explain their purpose when this is not clear."

Extract from Child Protection Policy

Confidentiality

"All suspicions and investigations are kept confidential and shared only with those who need to know. If there are concerns within Artisans it is important that the Nursery Manager is made aware of them. However children will work with a number of different adults within Artisans and they should also be made aware that there are concerns about an aspect of well-being of the child in question. Any information shared with external agencies is done under the guidance of the Local Safeguarding Children Board."

Extract from Records and Registration Policy

Record keeping

"It is primarily the responsibility of staff and parents to update information when necessary.

We will review records on an annual basis, by asking all parents to update their details as necessary.

All staff records will be kept confidentially by Ruth Martin. Children's records will also be stored in the staff room. The confidentiality of all records will be maintained as appropriate."

Extract from Health and Safety policy

Visitors

"All visitors, as well as staff and children, will be required to sign in and out or be registered. There is only one access to the building in use during operational hours and this has a door chain and a bell system. Visitors we have not previously met will be given a password when arranging their visit and the chain will be kept on the door until this has been given"

Data handling

We comply with data handling legislation and details of this are given to parents. Fair processing notices are issued to all parents claiming the Free Nursery Entitlement and available to all on request.

Photographs

Photographic records of the children's progress and work as a critical part of our record keeping.

We also use photographs in our marketing but we never provide the names or any information regarding identity in these cases. If photographs are provided to a third party for the development of marketing materials, these are always provided on disc by hand delivery or recorded post. These discs are returned to Artisans when the job is completed and the party concerned are asked for written confirmation (usually email) to say they have not kept any images on their own system.

We also use photographs of children within Artisans for displays of the children's work. These displays may be seen by other users of the hall but never contain identity information.

Written permission for each of these is obtained or refused separately on registration forms.

Staff contracts contain agreement to their unidentified photos being used in marketing. Their permission is also requested for their photo and first name to be displayed on the staff board, this is done verbally and by their complicit consent in allowing the photos to remain present.

Designated Staff Member

Ruth Martin and Ruth Rawlings

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