Smithfield House
Children's Nursery

14 West Smithfield
London
EC1A 9HY
T. 020 7236 1000
E.office@smithfieldnursery.co.uk

Access and Storage of Information Policy

At Smithfield House Children's Nursery, we have an open access policy in relation to accessing information about the nursery and parents' own children. This policy is subject to the laws relating to data protection and document retention and should be used in conjunction with the Data protection and confidentiality policy and the GDPR privacy notice.

Parents are welcome to view the policies and procedures 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 on the nursery website. The nursery manager or any other relevant staff member will also explain any policies and procedures to parents or use any other methods to make sure that parents understand these.

Parents are also welcome to see and contribute to all the records that are kept on their child. However, we must adhere to data protection laws and, where relevant, any guidance from the relevant agencies for child protection.

We will store photographs and videos of children securely, in accordance with our Safeguarding children and child protection policy and data protection law. We will keep hard copies of images in a locked container and electronic images in a protected folder with restricted access. We will never store images of children on unencrypted portable equipment such as laptops, memory sticks or mobile devices.

As we hold personal information about staff and families, we are registered under data protection law with the Information Commissioner's Office. A copy of the certificate can be viewed in the main reception area. All parent, child and staff information is stored securely according to the requirements of data protection registration, including details, permissions, certificates, and photographic images. We will ensure that staff understand the need to protect the privacy of the children in their care as well as the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

We are required under legislation to keep certain records about children, parents and staff members. Due to this legislation, we are required to keep this information for a set amount of time. Below is a brief overview of the information we keep and for how long. This policy should be used in conjunction with the Data protection and confidentiality policy and the GDPR privacy notice.

Children's records including photographs and videos): A reasonable period after children have left the provision. We follow the Local Authority procedure which states they should be kept for 24 years.

Records relating to individual children e.g. care plans, speech and language referral forms: We will pass these on to the child's next school or setting following our Local Authority's protocols for transition and sharing of sensitive records.
Copies will be kept for a reasonable period. We follow the Local Authority procedure which states they should be kept for 24 years.

Accidents and pre-existing injuries: If relevant to child protection we will keep these until the child reaches 25 years old.

Safeguarding records and cause for concern forms: We will pass these on to the child's new educational establishment, e.g. school. In the event that we are not informed of the child's new placement, we will keep the records until the child has reached 25 years old.

Records of any reportable death, injury, disease or dangerous occurrence (for children): As these incidents could result in potential negligence claims, or evolve into a more serious health condition, we keep records until the child reaches the age of 21 years and 3 months.

Records of any reportable death, injury, disease or dangerous occurrence (for staff): 3 years.

Type of accidents including fractures, broken limbs, serious head injuries or where the child is hospitalised: Until the child reaches the age of 21 years and 3 months.

Observation, planning and assessment records of children: We keep our planning filed since the last inspection date so there is a paperwork trail if the inspector needs to see it.

Information and assessments about individual children are either given to parents when the child leaves or to the next setting or school that the child moves to (with parents' permission).

Personnel files and training records (including disciplinary records and working time records): 7 years.

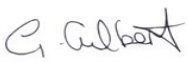
Visitor signing in book: Up to 24 years as part of the child protection trail.

Complaints record book: 7 years

Nursery records and documentation that are not required to be kept are deleted or destroyed in line with the current data protection laws and our GDPR privacy notice which can be found on our website www.smithfieldnursery.co.uk/policiesandprocedures

If Parents have a specific deletion or retention request regarding any data that we hold, a query in writing should be raised directly to the management team and we will respond formally to your request.

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

This policy was adopted on	Signed on behalf of the nursery	Date for review
1st August 2026		Annually - unless changes to legislation