



Get up and Go! (Gateshead) CIC

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Data Protection Policy GDPR

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Written and updated by	Sharlene Parkin
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Introduction

As an out of school club we hold information about staff, children and parents on file in accordance with the EYFS Statutory Framework () –

- Providers must record information about staff qualifications and the identity checks and vetting processes that have been completed (including the criminal records check reference number, the date a check was obtained and details of who obtained it.
- Providers must have and implement a policy, and procedures, for administering medicines. It must include systems for obtaining information about a child's needs for medicines, and for keeping this information up-to-date. Providers must keep a written record each time a medicine is administered to a child, and inform the child's parents and/or carers on the same day, or as soon as reasonably practicable.
- Before a child is admitted to the setting the provider must also obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements.
- Providers must keep a written record of accidents or injuries and first aid treatment.
- Providers must keep a record of any occasion where physical intervention is used (to manage behaviour), and parents and/or carers must be informed on the same day, or as soon as reasonably practicable.
- Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. Providers must enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting. If requested, providers should incorporate parents' and/or carers' comments into children's records.
- Records must be easily accessible and available (with prior agreement from Ofsted these may be kept securely off the premises). Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them.
- Providers must be aware of their responsibilities under the Data Protection Act (DPA) 1998 and where relevant the Freedom of Information Act 2000.
- Providers must ensure that all staff understand the need to protect the privacy of the children in their care as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality.

- Parents and/or carers must be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the DPA. Records relating to individual children must be retained for a reasonable period of time after they have left the provision.
- Providers must record the following information for each child in their care: full name; date of birth; name and address of every parent and/or carer who is known to the provider (and information about any other person who has parental responsibility for the child); which parent(s) and/or carer(s) the child normally lives with; and emergency contact details for parents and/or carers.
- Providers must 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 the provider's policies and procedures all providers must make copies available on request, including the procedure to be followed in the event of a parent and/or carer failing to collect a child at the appointed time, or in the event of a child going missing from the setting
 - staffing in the setting; the name of their child's key person (EYFS children only) and their role; and a telephone number for parents and/or carers to contact in an emergency.
- Providers must hold the following documentation:
 - name, home address and telephone number of the provider and any other person living or employed on the premises.
 - name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision
 - a daily record of the names of the children being cared for on the premises, their hours of attendance and the names of each child's key person
 - their certificate of registration (which must be displayed at the setting and shown to parents and/or carers on request)

Our lead person for data protection is Sharlene Parkin. The lead person ensures that the Club meets the requirements of the GDPR, liaises with statutory bodies when necessary, and responds to any subject access requests

Policy

We take data protection seriously and all information obtained about staff, children and parents is kept in a secure file or in password protected documents. We only hold the information that we are required to by law, and only use this in the way indicated in the EYFS. Parents, children and staff have the right to see the information we hold on file about themselves (or their child) and we will inform them why we hold the information and how we use it to ensure the safe running of the club.

Procedure

We hold the relevant information in the following ways:

Parent pack

When a child enters our care we issue a parent pack that requires the parents to fill in a number of forms providing information regarding the full name; date of birth; name and address of every parent and/or carer who is known to the provider (and information about any other person who has

parental responsibility for the child); which parent(s) and/or carer(s) the child normally lives with; and emergency contact details for parents and/or carers.

The parent pack also includes a medical questionnaire that includes information about a child's needs for medicines, this includes dietary requirements, allergies and other health requirements. Staff will undergo any training required to administer or deal with these medical issues. These records are updated with any new information that parents give us. We hold all relevant information about staff and ensure that all staff have completed a DBS check.

We have introduced a data protection form that allows parents/carers to give us consent to store and use personal information in the way described above.

Children and parents: We hold only the information necessary to provide a childcare service for each child. This includes child registration information, medical information, parent contact information, attendance records, incident and accident records and so forth. Our lawful basis for processing this data is fulfilment of our contract with the child's parents. Our legal condition for processing any health-related information about a child, is so that we can provide appropriate care to the child. Once a child leaves our care we retain only the data required by statutory legislation, insurance requirements and industry best practice, and for the prescribed periods of time. Electronic data that is no longer required is deleted and paper records are disposed of securely or returned to parents.

Data usage consent form

We hold a data usage consent form which holds the signature of all parent who agree for us to use their information in the parent pack for the reasons outlined above. We also ask permission to hold the parents' and child's information on Instant Nursery Manager, our online registration and invoice software.

Staff: We keep information about employees in order to meet HMRC requirements, and to comply with all other areas of employment legislation. Our lawful basis for processing this data is to meet our legal obligations. Our legal condition for processing data relating to an employee's health is to meet the obligations of employment law. We retain the data after a member of staff has left our employment for the periods required by statutory legislation and industry best practice, then it is deleted or destroyed as necessary.

Sharing information with third parties

We will only share child information with outside agencies on a need-to-know basis and with consent from parents, except in cases relating to safeguarding children, criminal activity, or if required by legally authorised bodies (eg Police, HMRC, etc). If we decide to share information without parental consent, we will record this in the child's file, clearly stating our reasons.

We will only share relevant information that is accurate and up to date. Our primary commitment is to the safety and well-being of the children in our care.

Where we share relevant information where there are safeguarding concerns, we will do so in line with Government guidance 'Information Sharing Advice for Safeguarding Practitioners' (www.gov.uk)

Some limited personal information is disclosed to authorised third parties we have engaged to process it, as part of the normal running of our business, for example in order to take online bookings, and to manage our payroll and accounts. Any such third parties comply with the strict data protection regulations of the GDPR.

Conclusion

We are registered with the Information Commissioner’s Office (ICO) and fulfil our requirements under the General Data Protection Regulation . We receive regular updates from the ICO to ensure we are acting appropriately.

Signed _____ (Director and registered person)
Date _____

Signed _____ (Director and registered person)
Date _____

