



POLICIES



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Safeguarding and Child Protection Policy

Dovedale Nursery CIC, 102, Chelmsford College, 102 Moulsham Street, Chelmsford, CM20JQ
Data protection officer: Sarah Boulton (Nursery Manager)

1. Policy Aims

This policy aims to ensure that all children at Dovedale Nursery CIC are protected from harm and that safeguarding concerns are identified, recorded and responded to in line with statutory guidance and local procedures.

2. Legal and Statutory Framework

This policy reflects statutory guidance and legislation including, but not limited to:

- Working Together to Safeguard Children (updated 2023).
- Keeping Children Safe in Education (statutory guidance; updated September 2025).
- Early Years Foundation Stage (EYFS) statutory framework (latest 2025 update).
- Children Act 1989 and Children Act 2004.
- Data Protection Act 2018 (GDPR).

Dovedale Nursery will follow the duties and expectations set out in these documents and local Safeguarding Partnership procedures.

3. Principles

The nursery will:

- Put the child's welfare first at all times.
- Recognise that all children, regardless of age, disability, gender, racial heritage, religious belief, sexual orientation or identity, have the right to protection from abuse.
- Work in partnership with families, agencies and the Essex Safeguarding arrangements to safeguard children.
- Ensure staff are trained, aware of signs of abuse, and know how to respond.

4. Roles and Responsibilities

Designated Safeguarding Lead (DSL): Sarah Boulton (Nursery Manager).

Deputy DSL's: [Flossie Farren Brown, Lacey Smith, Vicky King].

The DSL will:

- Act as the central point of contact for any safeguarding concerns.
- Refer concerns to Essex Children & Families Hub when appropriate.
- Keep detailed, accurate records of concerns and actions taken.
- Support staff and families through the safeguarding process.

All staff must:

- Read and follow this policy.
- Attend required safeguarding training.
- Report any concerns immediately to the DSL or, if unavailable, follow referral steps below.

5. Recognising Signs of Abuse

Abuse and neglect can take many forms, including physical, emotional, sexual abuse, and neglect. Staff will be alert to:

- Unexplained injuries, bruising or marks.
- Sudden changes in behaviour or development.
- Indications of neglect (poor hygiene, inappropriate clothing, hunger).
- Sexualised behaviour or disclosure by a child.
- Signs of grooming, online safety concerns, or extra-familial harm.

For more detail, staff should see 1a. 1 signs and types of abuse sheet and consult the guidance in 'Working Together' and 'Keeping Children Safe in Education'.

6. Reporting and Referral Procedure

Immediate action:

If a child is in immediate danger call 999 and then inform the DSL.

Non-emergency concerns (Essex Children & Families Hub):

Call the Children & Families Hub on 0345 603 7627

(Monday–Thursday 08:45–17:00; Friday 08:45–16:15). See Essex guidance.

For out-of-hours or bank holidays call the Emergency Duty Team on 0345 606 1212.

How to record and refer:

- Record facts, observed injuries, child/parent statements, date/time and the action taken on the nursery's safeguarding incident form.
- The DSL will decide whether to make a referral to the Children & Families Hub and will follow up referrals in writing where required.
- If you believe a child is at immediate risk, do not delay: call 999 and then the Children & Families Hub priority line.

7. Allegations Against Staff

Any allegation about a member of staff that indicates they may have:

- Behaved in a way that has harmed a child, or may have harmed a child;
- Possibly committed a criminal offence against or related to a child; or
- Behaved towards a child or children in a way that indicates they may pose a risk of harm

Safeguarding concerns or disclosures must be reported immediately to the DSL and the Registered Person. The LADO (Local Authority Designated Officer) will be notified as required under local arrangements. Follow 'Working Together' and local multi-agency procedures.

In any instance of allegations made towards staff the DSL's must notify the HR team and safeguard leads at Chelmsford College who will support with the appropriate reporting to LADO.

8. Safer Recruitment and Selection

Dovedale Nursery and the Chelmsford College HR department follows safer recruitment practices, including:

- DBS checks for staff and relevant adults.
- Verification of identity, right to work, qualifications and references.
- Appropriate induction, probation and supervision arrangements.

The HR department will maintain single central record (SCR) details for all staff who work in Dovedale Nursery CIC in line with statutory guidance.

9. Training

All staff will receive safeguarding training at induction and regular updates (minimum annual). The DSL' will undertake advanced DSL training and refresher training as recommended by local safeguarding partners. Staff will also receive training on online safety, peer-on-peer abuse, child sexual exploitation (CSE), and contextual safeguarding.

10. Confidentiality and Information Sharing

Information will be shared on a need-to-know basis with consent where appropriate and in line with the Data Protection Act 2018 and 'Working Together' guidance. Where there is a risk of harm, personal information may be shared without consent to protect the child.

11. Record Keeping

Detailed records of safeguarding concerns will be kept securely and separately from the child's main file. Records will include dates, times, witnesses, verbatim statements and actions taken. Records will be retained in line with our retention schedule and relevant legal requirements.

12. Managing a Disclosure from a Child

If a child discloses harm to you:

- Stay calm and listen carefully.
- Do not promise confidentiality — explain you may need to share concerns to keep them safe.
- Use open questions and avoid leading questions.
- Record the disclosure in the child's records verbatim as soon as possible and record this accurately on Dovedale Nursery safeguard report sheet.
- Inform the DSL immediately.

13. Online Safety

We will ensure children are protected from online harm by:

- Teaching age-appropriate online safety and digital resilience.
- Ensuring staff understand safe use of images and social media.
- Having acceptable use agreements for staff and parents where appropriate.

14. Multi-agency Working

We will cooperate with Essex Safeguarding arrangements and multi-agency partners, sharing information appropriately and attending meetings (Child Protection conferences, Strategy meetings) as required by 'Working Together'.

15. Linked Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy (this document)
- Behaviour Management Policy
- Staff Handbook and Code of Conduct
- Whistleblowing Policy
- Health & Safety Policy
- Data Protection & Confidentiality Policy
- Recruitment Policy
- Online Safety / Acceptable Use Policy
- SEND Policy

16. Monitoring and Review

The nursery will review this policy annually or sooner in response to legislative changes or a significant safeguarding incident. The DSL will monitor safeguarding records, training and practice through supervision and audits.

Appendix A: Key Contacts and Referral Details (Essex)

Essex Children & Families Hub (Children's Social Care):

- Children & Families Hub: 0345 603 7627
(Monday–Thursday 08:45–17:00; Friday 08:45–16:15).
- Emergency Duty Team (out of hours & bank holidays): 0345 606 1212.
If a child is in immediate danger call 999.
- Essex email contact (where listed for professionals):
initialresponseteam@essex.gcsx.gov.uk (for professional enquiries).

Essex Safeguarding Children Board (ESCB):

<https://www.escb.co.uk/> - for local multi-agency procedures and guidance.

Appendix B: Referral / Incident Form (template)

Child's name:

DOB:

Address:

Date/time of incident/concern:

Details of concern (include verbatim quotes):

Action taken (who informed, when):

Referrals made (date/time, to whom):

Name and signature of person completing form:

Store this form securely and inform the DSL immediately.

References (selected key guidance and local sources)

Keeping Children Safe in Education (DfE) — statutory guidance (Sept 2025 update). Working Together to Safeguard Children — statutory guidance (2023). Early Years Foundation Stage statutory framework (2025). Children Act 1989 — overview (House of Commons Library). Essex County Council — Report a concern about a child / Children & Families Hub.

Review of Policy

This policy will be reviewed annually by Dovedale Nursery CIC or sooner if legislation or guidance changes.

Policy implementation date 24 August 2026

Review date: 21 August 2027

Day Nursery Attendance Policy

Dovedale Nursery CIC, 102, Chelmsford College, 102 Moulsham Street, Chelmsford, CM20JQ
Data protection officer: Sarah Boulton (Nursery Manager)

1. Purpose

This Attendance Policy sets out the expectations, responsibilities, and procedures relating to children's attendance at Dovedale Nursery CIC. Regular attendance supports children's learning, wellbeing, and development, and ensures compliance with Essex County Council (ECC) funding regulations and safeguarding standards.

2. Scope

This policy applies to all children enrolled at Dovedale Nursery CIC, including those attending under ECC-funded hours and those attending paid sessions.

3. Principles & Aims

- Encourage and support regular attendance and punctuality.
- Ensure absence is recorded accurately and followed up promptly.
- Safeguard children through consistent monitoring of attendance.
- Maintain accurate registers for ECC audit and funding purposes.
- Follow ECC's Early Years Provider Handbook requirements for attendance reporting.

4. Registration & Attendance Recording

A daily attendance register is maintained and marked at the start of each session. Each child's attendance is recorded as present, absent, or late. If a child is absent without notice, the nursery will contact the parent/carer promptly to confirm the child's welfare and reason for absence. All absences are logged with the reason provided in the nursery absences book located in the main nursery office.

5. Expectations of Parents / Carers

Parents must ensure their child attends the nursery regularly and on time. Any absence should be reported to the nursery before the start of the session, giving reason and expected duration. For planned absences, written notice should be provided in advance. Persistent lateness or absence may result in review of the child's place or hours of attendance.

6. Absence Follow-Up & Monitoring

Unexplained absences trigger a first-day welfare check via phone or in some instances a home check may be required. Home visit procedures are detailed in the home Visit policy. Repeated or extended absences will be discussed with parents to offer support. Persistent non-attendance may lead to formal review or termination of a nursery place in accordance with contract terms. Attendance data is monitored termly and may be audited by ECC for compliance with funding claims.

7. Absences, Holidays & Non-Attendance

- Illness: Notify the nursery as soon as possible. Frequent illness may require medical evidence.
- Appointments: Should be arranged outside nursery hours where possible.

- **Holidays:** The nursery main office should be notified and made aware of the length and dates of the holiday absence
- **Prolonged Absence:** If a child fails to attend for more than 10 consecutive sessions without contact, their place may be reviewed.
- **Emergency Closure:** During exceptional closures (e.g. severe weather), attendance expectations may be adjusted per ECC guidance. Please see Dovedale Nursery CIC Emergency closure policy.

Only as a last resort or in extreme circumstances A child's contract may be terminated with Dovedale Nursery CIC. This would be based on a thorough risk assessment and grounds of safety and risk. This may include if a parent's or child's behavior or family circumstances becomes or poses any danger to the staff, children and families using Dovedale Nursery CIC

8. Safeguarding & Duty of Care

Monitoring attendance is part of our safeguarding duty. If a child expected to attend does not arrive and no contact is made, staff will follow the missing child procedure. Attendance records may be shared with ECC or other agencies for safeguarding or audit purposes as required by law.

9. Review & Policy Updates

This policy will be reviewed annually or sooner if guidance or legislation changes.

Policy implementation: 21 August 2026

Review date: 21 August 2027

Arrival and Collection Policy

Dovedale Nursery CIC, 102, Chelmsford College, 102 Moulsham Street, Chelmsford, CM20JQ
Data protection officer: Sarah Boulton (Nursery Manager)

1. Policy Statement

Dovedale Nursery CIC is committed to ensuring the safe arrival and collection of all children in our care. Arrival and departure times are key points in the day for ensuring children's safety, maintaining security, and fostering positive relationships with parents and carers.

2. Purpose

This policy aims to safeguard children, establish clear routines, ensure only authorised individuals collect children, and promote positive communication between staff and families.

3. Scope

This policy applies to all staff, parents, carers, and authorised adults responsible for dropping off or collecting children at Dovedale Nursery CIC.

4. Responsibilities

Nursery Manager: Ensures procedures are followed and staff are trained.

Staff: Supervise entry and exit, verify identity of collectors, and maintain accurate records.

Parents and Carers: Ensure timely arrival/collection, update authorised collectors, and use the password system.

5. Arrival Procedure

Parents must bring children to their designated room gate at the core times 7.30 am 8am, 8.30am, 9am, 12pm, 1pm, 3pm, 5pm, 6pm. Staff greet each child and record attendance.

Parents share relevant information about the child's day. Children must not be left unattended outside. Arrivals outside of the Core hours or Late arrivals must drop off or collect through the main nursery office.

6. Collection Procedure

Only named authorised individuals may collect children. Staff verify identification and passwords. Parents collect from the designated room, and each child must be signed out. Late collection must be communicated promptly; repeated lateness may lead to review or charges.

7. Uncollected Child Procedure

If a child is not collected and no contact is made within 30 minutes of closing, staff follow the Uncollected Child Policy, contacting emergency contacts or Children's Social Care if necessary.

8. Safeguarding and Security

The main entrance remains locked during operation hours. Visitors must sign in and wear ID. Children will not be released to unauthorised or intoxicated individuals. Staff follow safeguarding procedures for any concerns.

9. Communication and Password System

Each family is assigned a collection password for emergency use. Staff must verify this password before releasing the child. Parents are responsible for keeping authorised collector details updated.

10. Related Policies

Safeguarding and Child Protection Policy; Uncollected Child Policy; Late Collection Policy; Visitors Policy; Confidentiality Policy; Data Protection Policy.

Policy implementation: 24 August 2026

Review date: 21 August 2027

Promoting Positive Behaviour Policy

Dovedale Nursery CIC, 102, Chelmsford College, 102 Moulsham Street, Chelmsford, CM20JQ
Data protection officer: Sarah Boulwood (Nursery Manager)

1. Introduction

Dovedale Nursery CIC aims to provide a nurturing, respectful, and consistent environment where all children feel safe, valued, and supported. We believe that positive behaviour is best promoted through encouragement, understanding, clear boundaries, and by modelling respectful relationships. This policy sets out how we encourage positive behaviour and support children in developing self-regulation, empathy, and social skills.

2. Legal and Statutory Framework

This policy is based on the following statutory and legal guidance:

- Early Years Foundation Stage (EYFS) Statutory Framework
- The Children Act 2004
- Equality Act 2010
- Special Educational Needs and Disability (SEND) Code of Practice (2015)
- Working Together to Safeguard Children (2023)
- Behaviour in Early Years: DfE Guidance (2023)
- UN Convention on the Rights of the Child (UNCRC)

3. Policy Aims

The aims of this policy are to:

- Promote positive behaviour and emotional wellbeing in all children.
- Support children in understanding boundaries and expectations.
- Encourage self-regulation, empathy, and problem-solving.
- Ensure staff respond consistently and sensitively to all behaviour.
- Work in partnership with parents and carers.
- Ensure inclusion and understanding of individual needs, including SEND.

4. Nursery Ethos and Values

At Dovedale Nursery CIC, we believe that every child has the right to feel safe, respected, and listened to. We focus on positive reinforcement and developing intrinsic motivation through encouragement, not punishment. Our approach is rooted in the principles of kindness, empathy, consistency, and understanding.

5. Role of Staff

- Staff model positive behaviour, language, and emotional regulation.
- They use positive reinforcement and praise to encourage good behaviour.
- Staff observe and assess behaviour to identify triggers or underlying needs.
- They provide clear, consistent boundaries that are developmentally appropriate.
- Staff record and reflect on significant behavioural incidents and share relevant information with parents.

6. Positive Behaviour Strategies

Staff promote positive behaviour through:

- Praising specific positive actions and efforts.
- Using gentle reminders and visual cues to guide expected behaviour.
- Encouraging turn-taking, sharing, and cooperative play.
- Supporting children in labelling and expressing emotions safely.
- Redirecting unwanted behaviour through distraction and choice-making.
- Using calm, consistent, and respectful language at all times.
- Using the Golden Rules consistently in all rooms throughout the day.

7. Managing Challenging Behaviour

- Behaviour is viewed as a form of communication, often reflecting a child's emotional or developmental needs.
- Staff will not use physical punishment, threats, or humiliation under any circumstances.
- If unwanted behaviour occurs, staff will calmly explain why the behaviour is inappropriate and model alternative responses.
- Time away from a situation ('calm-down time') may be used to help children regulate their emotions, but never as a punishment. Time out may be for longer periods such as if sharing a story. However if using thinking time this should only be for a few minutes for each age such as one minute for a one year old, two minutes for a two year old, 3 minutes for a three year old. The practitioner must remain with the child and never leave them unattended.
- All significant incidents will be recorded and shared with parents, and strategies reviewed collectively.

8. Supporting Children with Additional Behavioural Needs or SEND

- Some children may need additional support due to SEND, developmental delay, trauma, or other factors.
- Behaviour support plans (BSPs) will be created collaboratively with parents, the SENCo, and external professionals if necessary.
- Strategies will be individualised and may include sensory tools, visual timetables, or calm spaces.
- The SENCo will oversee additional support, referrals, and regular reviews of progress.
- The nursery will work closely with outside agencies such as Essex County Council's Inclusion Partner and Educational Psychologists.

9. Partnership with Parents and Carers

- The nursery recognises parents as primary educators and values their input in promoting positive behaviour.
- Parents will be informed promptly about any behavioural concerns.
- Strategies used at home and nursery will be discussed to promote consistency.
- The nursery will offer support, advice, and referrals if needed to help parents manage behaviour at home.

10. Bullying and Aggressive Behaviour

- Bullying is not tolerated in any form. Staff will act immediately to stop any behaviour that could cause harm or distress.
- Children will be supported to understand how their actions affect others.
- Persistent aggression will be monitored and discussed with parents, and appropriate support will be put in place.

11. Recording, Monitoring, and Review

- All significant incidents or patterns of behaviour will be recorded confidentially on the behavior log sheets or incident book.
- The Nursery Manager and SENCo will review records to identify trends or triggers.
- Behaviour support plans will be regularly reviewed with parents.
- Lessons learned from incidents will inform staff training and practice development.

12. Staff Training and Development

- All staff receive training on behaviour management, emotional regulation, and trauma-informed practice.
- The Nursery SENCo supports staff in implementing inclusive and consistent approaches.
- Staff are encouraged to reflect on their practice and attend relevant professional development courses.

13. Linked Policies

This policy should be read alongside:

- Safeguarding and Child Protection Policy
- Equality and Inclusion Policy
- SEND and Inclusion Policy
- Partnership with Parents Policy
- Staff Code of Conduct

This policy will be reviewed annually by Dovedale Nursery CIC or sooner if legislation or guidance changes.

Policy implementation: 26 August 2026

Review date: 26 August 2027

Biting Policy

Dovedale Nursery CIC, 102, Chelmsford College, 102 Moulsham Street, Chelmsford, CM20JQ
Data protection officer: Sarah Boulton (Nursery Manager)

1. Introduction

At Dovedale Nursery CIC, we understand that biting can be a normal stage in early childhood development. Young children may bite for a range of reasons, including frustration, teething, communication difficulties, sensory exploration, or emotional stress. Our approach is to respond calmly, sensitively, and consistently, supporting both the child who has bitten and the child who has been bitten.

2. Legal and Statutory Framework

This policy aligns with the following UK statutory and legal guidance:

- Early Years Foundation Stage (EYFS) Statutory Framework (2025)
- The Children Act 2004
- Equality Act 2010
- Health and Safety at Work etc. Act 1974
- Working Together to Safeguard Children (DfE, 2023)
- SEND Code of Practice (2015)
- UN Convention on the Rights of the Child (UNCRC)

3. Policy Aims

The aims of this policy are to:

- Ensure the safety and wellbeing of all children within the setting.
- Respond consistently and appropriately to biting incidents.
- Support children in learning positive ways to communicate and express emotions.
- Identify and minimize possible triggers and patterns of behavior.
- Promote positive behavior and emotional wellbeing.
 - Promote understanding of why biting occurs.
 - Reduce and prevent biting incidents through positive strategies.
 - Ensure all incidents are managed calmly, safely, and consistently.
 - Support both the child who has bitten and the child who has been bitten.
 - Maintain confidentiality and effective communication with parents.
 - Comply with all relevant safeguarding and health and safety legislation.

4. Understanding Why Children Bite

Children may bite for many reasons, including:

- Teething or discomfort in the mouth.
- Frustration or limited verbal communication skills.
- Seeking attention or a reaction.
- Overstimulation or tiredness.
- Sensory exploration and curiosity.
- Emotional stress or changes in routine.

Staff will observe patterns and triggers to better understand the cause of the behaviour.

5. Prevention and Positive Strategies

Staff will:

- Provide close supervision in areas where biting may occur.
- Offer teething toys or sensory alternatives where appropriate.
- Model gentle, positive behaviour and clear communication.
- Use positive reinforcement and praise for good social behaviour.
- Support children's language development to express feelings verbally.
- Reduce overcrowding and over-stimulation in play areas.
- Monitor and record any emerging patterns or triggers.

6. Responding to a Biting Incident

When a biting incident occurs, staff will:

- Respond immediately but calmly, separating the children involved.
- Comfort the child who has been bitten and provide appropriate first aid.
- Reassure the child who has bitten and explain gently that biting hurts.
- Avoid shaming or punishment – instead, focus on helping the child understand.
- Clean and assess the bite mark following the nursery's First Aid Policy.
- Record the incident in both children's records and inform parents the same day.
- Ensure confidentiality by not disclosing the identity of the other child involved.

7. Supporting the Child Who Has Been Bitten

- Offer immediate care, comfort, and reassurance.
- Apply first aid if necessary and record any visible marks.
- Inform the parent promptly and provide details of the care given.
- Monitor the child for any signs of infection or distress.

8. Supporting the Child Who Has Bitten

- Observe the child to understand underlying causes and triggers.
- Provide one-to-one support to help the child express emotions appropriately.
- Use calm and consistent language to explain that biting hurts.
- Reinforce positive behaviour through praise and redirection.
- Ensure the child continues to be included and supported within the group.

9. Individual Behaviour and Support Plans

If biting becomes a repeated behaviour, an Individual Behaviour Support Plan (BSP) will be created in partnership with parents, the nursery SENCo, and where appropriate, external professionals such as health visitors or inclusion partners. The plan may include specific strategies, sensory resources, or emotional regulation techniques to support the child's development. Progress will be regularly reviewed and adjusted as necessary.

10. Communication with Parents and Carers

- Staff will communicate openly and confidentially with parents about any incidents.
- Parents of both children involved will be informed on the same day.
- The nursery will work with parents to identify triggers and develop consistent approaches between home and nursery.
- Confidentiality will always be maintained – the names of other children will not be disclosed.

11. Recording and Monitoring

- All incidents of biting will be recorded on the Accident and Incident Log sheet.
- The Nursery Manager and SENCo will review records regularly to identify patterns or trends.
- Findings will inform environmental changes, staff training, and individual support strategies.

12. Health and Safety and Infection Control

- All bites will be cleaned immediately using appropriate first aid procedures.
- Staff will wear disposable gloves and wash hands thoroughly afterwards.
- Any bite that breaks the skin will be reported to parents and recorded following Health Protection Agency guidance.
- Serious incidents may require medical advice or reporting under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013).

13. Staff Training and Support

- All staff will receive regular training on behaviour management and emotional development.
- Staff will be supported to manage incidents calmly and reflectively.
- The Nursery SENCo will provide guidance on strategies for persistent biting.

14. Monitoring and Policy Review

This policy will be reviewed annually or sooner if there are changes to legislation, EYFS guidance, or best practice. Feedback from staff and parents will be considered in all reviews.

15. Linked Policies

This policy should be read in conjunction with:

- Safeguarding and Child Protection
- Promoting Positive Behaviour Policy
- The Health and Safety Policy
- First Aid Policy
- Equality and Inclusion Policy
- SEND Policy

Policy implementation: 21 August 2026

Review date: 21 August 2027

Privacy Notice

Dovedale Nursery CIC, 102, Chelmsford College, 102 Moulsham Street, Chelmsford, CM20JQ
Data protection officer: Sarah Boulton (Nursery Manager)

Introduction

Here at Dovedale Nursery we are committed to ensuring that any personal data we hold about you and your child is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you and your child to provide care and learning that is tailored to meet your child's individual needs. We also collect information in order to verify your eligibility for free childcare as applicable.

Personal details that we collect about your child include:

- your child's name, date of birth, Passport / or birth certificate number, address, health and medical needs, development needs, and any special educational needs.
- Any health or medical needs where applicable will be displayed in your child's playroom to ensure the wellbeing and safety of your child and to ensure appropriate staff are aware of these too.

Where applicable we will obtain child protection plans from social care and health care plans from health professionals.

We will also ask for information about who has parental responsibility for your child and any court orders pertaining to your child.

Personal details that we collect about you include:

- your name, home and work address, phone numbers, emergency contact details, and family details. This information will be collected from you directly in the registration form. If you apply for up to 30 hours free childcare, or pupil premium we will also collect:
- your national insurance number or unique taxpayer reference (UTR), if you're self-employed. We may also collect information regarding benefits and family credits that you are in receipt of. For Pupil premium we will collect your date of birth as requested on the funding form by Essex County Council.

Why we collect this information and the legal basis for handling your data

We use personal data about you and your child to provide childcare services and fulfil the contractual arrangement you have entered into. This includes using your data to:

- contact you in case of an emergency
- to support your child's wellbeing and development
- to manage any special educational, health or medical needs of your child whilst at this setting
- to carry out regular assessment of your child's progress and to identify any areas of concern
- to maintain contact with you about your child's progress and respond to any questions you may have
- to process your claim for up to 30 hours' free childcare (only where applicable)
- to keep you updated with information about our service

With your consent, there will be the opportunity for the setting to register your email address, telephone number and your child's personal information directly with Tapestry. You will then be asked to accept and agree under your own terms and conditions with them. You will also have the opportunity to register yourself if you wish to do so. We will then record your child's activities for their individual learning record on Tapestry. This will include photographs and videos. You will have the opportunity to withdraw your consent at any time, for images and videos taken by confirming so in writing. However careful consideration needs to be given as to if you give consent for your child/ children to be included in other children's observations such as with their peers. Once shared by their peer's Key practitioners they will be shared with their own key children's parents. It is then yourself as the parent, who has the control permissions for sharing photos or videos with other parties such as grandparents. It is at this point we are no longer responsible for your child's photos or videos and will not be able to retrieve or delete any photos, videos or reports that you or other parents have personally shared. We will hold this information otherwise until your child leaves the setting. This information will then be deleted your child leaves the setting, you will then have the opportunity to still see your child's learning record. However, we will no longer have access to your child's record.

We have a legal obligation to process safeguarding related data about your child should we have concerns about their welfare. [I/We] also have a legal obligation to transfer records and certain information about your child to the school that your child will be attending (see *Transfer of Records* policy).

Who we share your data with

In order for us to deliver childcare services we will also share your data as required with the following categories of recipients:

- Ofsted – during an inspection or following a complaint about [my/our] service
- banking services to process chip and pin and/or direct debit payments (as applicable)
- the Local Authority (where you claim up to 30 hours free childcare as applicable)
- the government's eligibility checker (as above)
- our insurance underwriter (if applicable)
- our setting software management provider (if applicable)
- the school that your child will be attending

We will also share your data if:

- We are legally required to do so, for example, by law, by a court or the Charity Commission;
- to enforce or apply the terms and conditions of your contract with Dovedale Nursery;
- to protect your child and other children; for example, by sharing information with social care or the police;
- it is necessary to protect [my/our/or others] rights, property or safety
- we transfer the management of the setting, in which case We may disclose your personal data to the prospective buyer so they may continue the service in the same way.

We will never share your data with any other organisation to use for their own purposes

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- All tablets and computers are password protected.
- Passwords are changed regularly and if any staff leave.
- All tablets are stored in a locked cupboard overnight and when the setting is closed.
- All tablets when not in use are stored securely in the rooms.
- All personal information is locked away overnight and when the setting is closed.
- Any, health and care plans that do need to be displayed for the safety, and well being of your child are covered and clearly labelled as confidential. These are kept in your child's room and file only. Only staff will have the authority to look at these plans.
- All blinds are pulled closed when the nursery is closed to prevent the ability for individuals to view inside the setting.
- Photos of children may be displayed in the room, however these will not contain the child's full name or date of birth.
- All visitors sign in and are accompanied and monitored by a member of staff at all times.
- All staff, students and visitor's mobile phones are stored in the office while on site.
- All parents must when collecting and dropping off their child must make sure all mobile phones, laptops or any other device with camera or internet access is kept in their bag or pocket and must not be taken out while in the setting.
- Staff only use the nursery laptops, and computers and only access Tapestry on the nursery site. All staff make sure they do not leave personal information on view when leaving their device, through locking or logging off and out of their accounts securely stopping any access from any other individual.
- Any personal information sent via email will be anonymised by using only initials and / or password protected documents.
- All information stored electronically is password protected and only management staff have access to these records.
- All personal information that is not required to be kept is stored securely in the nursery shred station and taken to be destroyed.
- All personal information sent via email from parents is deleted once responded too and is not kept on file. If the personal information is required to be kept for a longer period, passwords permit any other individual accessing this information / or it is printed and securely stored in

your child's file, or in the appropriate nursery folder stored in the lockable cupboard.

-All information which legally has to be kept for minimum amount of time is kept within secure storage at Chelmsford college once your child has left the setting. After your information has been kept for the legal required time this information is then destroyed.

- Photos on the tablets will be taken off once uploaded for tapestry to avoid unnecessary storage of photos.

-All information which does not require to be stored is deleted or destroyed securely when your child leaves the setting.

How long do we retain your data?

We retain your child's personal data for up to 3 years after your child no longer uses our setting, or until our next Ofsted inspection after your child leaves our setting. Medication records and accident records are kept for longer according to legal requirements. Your child's learning and development records online are archived / and deleted when your child leaves.

In some instances, (child protection, or other support service referrals) we are obliged to keep your data for longer if it is necessary to comply with legal requirements (see our Children's and Provider Records policies).

Retention Schedule (summary)

Where two rules apply, the nursery keeps the record for the *longer* period.

- **Child protection / safeguarding files (including concerns, referrals, multi agency records)**
 - Keep until child's 25th birthday (DOB+25). Where the file relates to child sexual abuse: keep until DOB+75. If a case is ongoing or subject to legal hold, retain until case closes plus 6 years.
- **General child file (registration, permissions, learning & development, attendance)**
 - Minimum 3 years after the child leaves or until next Ofsted inspection (whichever is later). Retain longer if litigation is possible (see Limitation Act).
- **Accident/incident records (children) and first aid**
 - At least 3 years from date of incident to meet RIDDOR. For minors, retain to at least DOB+21; best practice is DOB+25 where injury could give rise to a claim.
- **Medication administration records**
 - Minimum 3 years after last entry. If relates to exposure under COSHH, keep 40 years from last entry.
- **Safeguarding allegations about staff (including LADO outcomes)**
 - Until normal retirement age of the employee or 10 years after the allegation, whichever is longer; and at least in line with DBS/child protection guidance (review before disposal).
- **Staff personnel files (contracts, conduct, training) End+6 years (to cover limitation periods).**
- **Payroll, PAYE, SSP/SMP and NMW records**
 - PAYE 3 years from end of tax year; NMW records 6 years; general payroll/tax records usually 6 years.
- **Recruitment records (unsuccessful applicants)**
 - 6 months after conclusion of process (extend to 12 months if challenges are possible). DBS certificate numbers only; delete copy certificates within 6 months.

- **DBS check records (checks for staff/governors)**

Record decision/date only. Do not keep the certificate. Any copy must be deleted within 6 months.

- **Funding/grants, invoices, accounts, corporation tax records**
- 6 years from end of financial year (or longer if HMRC enquiry or assets span periods).
- **Complaints (EYFS welfare requirement)**
- Keep written complaints and outcomes for at least 3 years and make available to Ofsted on request.
- **SEND and EHC-related records held by setting**
- DOB+25 (review) or in line with local authority guidance if part of statutory case files.
- **Visitor logs and contractor sign in**
- 3 years (longer if an incident occurred on that day).
- **CCTV (if used)**
- Set a default retention (typically 30 days) and retain longer only where required for investigation or legal reasons, with access strictly controlled.

Automated decision-making

We do not make any decisions about your child based solely on automated decision-making. Or explain details if this is the case.

Your rights with respect to your data

You have the right to:

- request access, amend or correct your/your child's personal data
- request that we delete or stop processing your/your child's personal data, for example where the data is no longer necessary for the purposes of processing; and
- request that we transfer your, and your child's personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact Sarah Boulthwood, Nursery Manager. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Policy implementation: 31 October 2026

Review date: 27 October 2027

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

Please complete and sign below to indicate you have read, understood and agreed with our terms and conditions as set out in the Dovedale Nursery CIC Privacy Policy.

I have read, understood and agreed with the terms and conditions as set out and listed in the Dovedale Nursery Privacy Policy. I am happy with and understand the measures put in place by Dovedale Nursery as to, why, how they collect, use and protect my child and my own personal data.

Signature----- Date-----

Name-----