

We believe that an open access policy is the best way of encouraging participation.

Parents/carers are welcome to view the policies and procedures file, which governs the way in which the nursery works at any time when the nursery is open, displayed in the foyer.

They are also welcome to see the Learning Journal kept on their child, at anytime with notification a to staff member. If the parent requires any extra information or a discussion about the Learning Journal, we would appreciate the parent making an appointment with the key person or relevant manager.

The Childs personal records are kept in a locked filing cabinet, parents are welcome to see and contribute to all the records that are kept on their child; however the nursery will adhere to the Data Protection laws.

The Teddy Bears Inn day nursery ensures that it is registered in regard to data protection and a copy of the certificate can be viewed on the information board in the pre-school. All parent, child and staff information is stored securely according to data protection registration including details, permissions, certificates and photographic images.

The Teddy Bears Inn day nursery's records and documentation are kept and stored in accordance to the minimum legislative archiving time. We currently archive records for at least 21 years and three months.

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