

For Parents - Sharing Information in the Early Years

What is this guide about?

This guide was written to let you know:

- why we ask you for information about you and / or your child
- what we do with that information
- and what your legal rights are
- about the EYFS

Why is information collected?

Information is used by the early year's settings to help them plan the right support for you and your child. It also helps the setting keep in touch with you.

During your child's time at the setting, staff will make regular observations. By playing with your child and watching them play with other children, staff can see how your child is developing. Staff will record information on your child's progress and this will be shared with you on a regular basis. You can add to this information by sharing your child's experiences at home with the setting and by attending open events.

Each term, information from the setting will also be shared with Warrington Borough Council's Early Years Team. The information shared includes:

- Child's name, date of birth, gender and postcode
- Development stage
- Other information such as whether the child has special education needs and whether he/she speaks a language other than English

We will use the information collected by settings to help them plan for future early year's services in Children's Centres, primary schools and other early year's settings. By using this data the council will be able to see if they are delivering the right services in an area and what else they need to offer to families with young children.

How can you help?

Information is collected from you when you register your child with an early years setting such as a nursery or childminder. When you register your child you can help by:

- Being open and honest to help the setting know the best way to support your child
- Keeping the setting up to date with your latest address and mobile number
- Sharing your child's achievements so the staff can learn from you
- Talking to staff at the childcare setting if you have any concerns

You can control the information that is shared about your family

As a general rule, information about you and your child will only be shared with the Council's Early Years Team, with your agreement. When you register your child at an early years setting, you will be asked to sign a form to this effect. If you change your mind at a later date, you can simply write to the early years setting to let them know.

Your early years setting will be open and honest with you. If you are worried about sharing your information, speak to someone at the setting to help you make the right choice.

How do we share your information and keep it safe?

We will not publish or share your personal details (such as your name and address) and will not refer to any individuals. Your child's early years setting will ensure that your personal information is kept safe and secure in either computer or personal files.

When this information is shared between early year's settings and the council, it will be shared electronically by using a secure website.

What rights do you have?

All of the information in this leaflet falls under the Data Protection Act 2018 and where applicable the General Data Protection Regulation (GDPR). This deals with what information can be held about you, how it is kept safe and secure and what access you have to it.

You are entitled to see the information held about you. This is called a Subject Access Request and you can request your information in writing to the organisation who holds your information, such as the early years setting or the Council.

What is the EYFS and why is it important?

The Early Years Foundation Stage (EYFS) outlines what adults must do to help children learn and develop and to be healthy and safe. We recommend the following guide for Parents - [What to Expect in the EYFS - A Guide for Parents](#)

Why has the EYFS changed?

In September 2021 the EYFS changed to:

- improve outcomes at age 5, particularly in early language and literacy
- reduce workload such as unnecessary paperwork, so practitioners can spend more time with the children in their care

How will it affect the progress reports I receive?

You may be used to seeing termly progress charts, and records of detailed observations. Both of these may still be used, and presented to you. Historically, practitioners spent lots of time on these activities. Under the new EYFS, the guidelines have changed, which has led to a simpler approach designed to relieve the pressure on practitioners, by reducing the workload, as well as freeing up time that can be spent with children. This could mean that the reports you now receive are simpler, more basic and simply indicate that your child is on track for their age.

Further questions?

If you have any further questions about how early year's settings are working in partnership with the Council's Early Years Team, please get in touch with:

Early Years Team, Families and Wellbeing Directorate
Warrington Borough Council
3rd Floor 1 Time Square, Warrington, WA1 2EN
Tel: 01925 443322 Email: earlyyearstracking@warrington.gov.uk

Updated: February 2022