**Emergency Contacts Policy**

Legal Framework and Guidance:

Information Commissioners Office (ICO) -

Data Protection Policy

Admissions, settling and transitions policy

Health and Social Care Standards - *4.14 My care and support is provided in a planned and safe way, including if there is any emergency or unexpected event.*

For each child that attends any Kinder Croft session, emergency contact information will be stored. Parents/Carers can provide as many emergency contacts as they deem necessary; Kinder Croft requests at least two emergency contacts in case the first contact is unreachable. This information for emergency contacts includes:

● Name   
● Contact number(s)   
● Relationship to the child

* Kinder Croft may from time to time request a password be set up when someone other than those on the childs enrolment form are going to pick the child up. This will be agreed with the nursery staff and recorded on the register.  
     
  Although it is the responsibility of the parent/carer to ensure that the data for emergency contacts remains up to date, which they can do by contacting the Manager.  
     
  The data will be stored physically in the child’s file and digitally on the nursery phone. In both cases, this data can only be accessed by authorised personnel with passwords. The long-term storage of this data will comply with ICO guidance. ​   
  **Emergency contacts will be contacted:**    
  ● If a child is unwell or has been sick
* ● If a child has hurt themselves and may need checked by doctors  
  ● If a parent is late picking up (by more than 15 minutes)   
  ● If someone who doesn’t know the password is trying to pick up  
  ● If the child’s well being requires parental/carer support (ie forgotten inhaler)   
  ● The nursery has to close unexpectedly.  
     
  *Note: this list is not exhaustive and there may be other times where it is appropriate to contact the emergency contacts.*

**Storage**

Emergency contacts information can be found in the childrens individual files in the office. An Emergency contacts sheet is stored inside the locked medicine cabinet in the shelter. Two emergency contacts are stored on the nursery phone. This information is added at the time of enrolment.

Verified: M.Planterose

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Date of next review: 19/10/2023