Privett Montessori
NURSERY SCHOOL

3.5 Recording Management Meetings in Response to Concerns Raised

Policy statement

Privett Montessori Nursery School is committed to transparency, accountability, and clear communication in all matters relating to the welfare of children, families, and staff. This policy outlines the right of the nursery management to record management meetings when a concern is observed or raised by the Nursery Manager, a parent, guardian, or staff member. The purpose of recording is to ensure accuracy in documentation, support clear follow-up actions, and maintain a fair and transparent process.

Purpose and scope of the policy

The purpose of this policy is to:
• Ensure all concerns raised by the Nursery Manager, parents or guardians are handled professionally and fairly.
• Maintain accurate records of discussions, decisions, and agreed actions.
• Support accountability and clarity between the nursery management, staff and parents.
• Comply with data protection and confidentiality requirements under GDPR.

This policy applies to all management meetings held in response to concerns or complaints raised by Nursery Manager parents, guardians, or staff, and where a formal record is required for safeguarding, operational, or legal reasons.

Procedure

1. When a concern is raised, a management meeting will held to discuss the issue.
2. The nursery reserves the right to record the meeting in audio or written format for the purpose of accuracy and record-keeping.
3. Staff, parents, or guardians will be informed either prior to the meeting or within a reasonable timeframe afterwards that a recording or detailed written record has been made. They will also be provided with a summary of the discussion to ensure clarity, transparency, and mutual understanding of the matters addressed during the management meeting.
4. All parties will be treated respectfully and given the opportunity to express their views.
5. A summary of the meeting will be shared with the concerned parent or guardian within a reasonable timeframe.
6. Recordings or notes will be securely stored and accessed only by authorised personnel.

Data Protection and Confidentiality

All records, whether audio or written, will be managed in compliance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. Recordings will be stored securely, retained only as long as necessary, and deleted thereafter. Parents have the right to request access to records relevant to their concern.

Parental Consent

Parents or guardians will be notified prior to any recording being made. Their consent will be sought, except where the recording is deemed necessary for safeguarding or regulatory compliance.

Preview and Approval

This policy will be reviewed annually or sooner if required by changes in legislation, guidance, or nursery procedures. Any amendments will be approved by the Nursery Manager and communicated to all staff and parents.

Change log		
This policy was changed on	**Signed on behalf of the nursery**	**Reason for change**
7/08/2020	Veronica van Ingen	Adoption of policy
28/01/2026	Veronica van Ingen	No changes