

## 10.6 Children's records

### Policy statement

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the General Data Protection Regulation (GDPR) 2018 and the Human Rights Act (1998).

This policy and procedure should be read alongside our Privacy Notice Confidentiality and Client Access to Records policy and Information Sharing policy.

### Procedures

If a child attends another setting, we aim to establish a regular two-way flow of appropriate information with parents and other providers (including before and after school carers). Where appropriate, we will incorporate comments from other providers, as well as parents and/or carers into the child's records.

We keep two kinds of records on children attending our setting:

#### *Developmental records*

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are accessed on the staff ipads using the Tapestry Online Learning Journal application and can be accessed, and contributed to, by our staff and the child's parents.

#### *Personal records*

These may include the following (as applicable):

- Personal details – including the child's registration form and any consent forms.
- Contractual matters – including a copy of the signed parent contract, the child's days and times of attendance, a record of the child's fees and grant funded sessions.
- Child's development, health and well-being – including a summary only of the child's EYFS profile report, a record of discussions about every day matters about the child's development health and well-bring with the parent.
- Early Support – including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an SEN action plan) and records of any meetings held.

- Welfare and safeguarding/child protection concerns – including records of all welfare and protection concerns, and our resulting action, meetings and telephone conversations about the child, an Education, Health and Care Plan and any information regarding a Looked After Child.
- Correspondence and Reports – including a copy of the child’s 2 Year Old Progress Check (as applicable), all letters and emails to and from other agencies and any confidential reports from other agencies.
- These confidential records are stored in a lockable file or cabinet and are kept secure; only staff have access.
- We read any correspondence in relation to a child, note any actions and file it immediately
- We ensure that access to children’s files is restricted to those authorised to see them and make entries in them, this being our manager, deputy or designated person for safeguarding/child protection, the child’s key person, or other staff as authorised by our manager.
- We may be required to hand children’s personal files to Ofsted as part of an inspection or investigation process; or to local authority staff conducting a S11 audit, as long as authorisation is seen. We ensure that children’s personal files are not handed over to anyone else to look at.
- Parents have access, in accordance with our Privacy Notice, Confidentiality and Client Access to Records policy, to the files and records of their own children but do not have access to information about any other child.
- Staff induction includes an awareness of the importance of confidentiality.
- We retain children’s records for three years after they have left the setting; except records that relate to an accident or safeguarding/child protection matter, which are kept until a child reaches the age of 21 years or 24 years respectively. These are kept in a secure place.

### *Archiving children’s files*

- When a child leaves our setting, we remove all paper documents from the child’s personal file and place them in a robust envelope, with the child’s name and date of birth on the front and the date they left.
- We seal this and place it in an archive box, stored in a safe place (i.e. a locked cabinet) for three years. After three years it is destroyed.
- If data is kept electronically it is encrypted and stored as above.
- Where there were s.47 safeguarding/child protection investigations, we mark the envelope with a star and archive it for 25 years.
- We retain financial records as part of the annual accounts (e.g. fee invoices and attendance data) for 6 years and grant funding forms for 3 years, see Privacy Notice for more information.

### *Other records*

- We keep a daily record of the names of the children we are caring for and their hours of attendance.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

### Legal framework

- General Data Protection Regulation (GDPR) 2018
- Human Rights Act 1998

### Further guidance

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)

This policy was adopted at a meeting of

Crick Pre-School

Held on

26<sup>th</sup> June 2019

Date to be reviewed

June 2020

Signed on behalf of the management committee



Name of signatory

Clare Thompson

Role of signatory (e.g. chair/owner)

Chair