

5.02 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 current Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

Procedures

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

Developmental records

- This information is collected to support their learning development and to enable staff to plan activities and expand their knowledge and skills, monitor and report on their progress
- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are usually kept in the setting and can be freely accessed, and contributed to, by staff, the child and the child's parents.
- Attendance records
- Medical records
- Referrals to outside agencies
- Information on Special Needs or Disabilities
- Observations, assessments and tracking records for development

Personal records

Personal records are held to ensure that all children are safe within our childcare provision and to meet the requirements of Ofsted Regulations and the EYFS foundation stage as statutory requirements.

- These include registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an on going record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.
- Parents have access, in accordance with our 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. To obtain children's files we must have a request in writing to prepare the files.

- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- We are required to retain children's records until they are 18 years old. However, The Limitations Act 1980 recommends we retain data until the child reaches the age of 21, or 24 for child protection records.
- These are kept in a secure place.

Other records

- We keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their key person.
- 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.

You have the right to:

Object to processing of personal data that is likely to cause damage or distress, or for the purpose of marketing. To have inaccurate data corrected, blocked, erased or destroyed.

Date to be reviewed – by end of March 2023