

Children's records

Policy statement

We use, store and share information in line with General Data Protection Regulations (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 our Information Sharing Policy.

Procedures

If a child attends another setting or a childminder, we establish a regular two-way flow of appropriate information with parents and other providers. 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 Interaction/Observation records of children in the setting, photographs, samples of their work placed in their Learning Journals (which we share with their parents), and assessments in the form of tracking in key worker's folders - kept in the locked stock room.

Personal records

These may include the following (as applicable):

- Personal details – including the child's registration form and any consent forms.
- 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. These are kept by the SENCO in the SENCO file.
- Welfare and 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, all letters and emails to and from other agencies and any confidential reports from other agencies.
- These confidential records are stored in a filing cabinet, which is kept secure in the locked stock cupboard.
- 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 - the designated person for child protection, the deputy manager -the designated person for child protection in the manager's absence and the child's key person.
- 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, as long as authorisation is from parents is given.

- Our staff will not discuss children’s personal information given by parents with anyone outside of the Preschool and other members of staff, except where it affects planning for the child's needs. Our staff induction programme 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 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 filing cabinet.
- 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 a filing cabinet for three years. After three years it is destroyed.
 - When a child leaves the setting electronic data is deleted.
 - Where there were child protection investigations, we mark the envelope with a star and archive it for 25 years.
 - We store financial information according to our finance procedures.
- Other records
- We keep a daily record of the names of the children we are caring for and their hours of attendance and the names of their key person.
 - We keep daily records of which children have had their clothes and nappies changed and at what time, any concerns and who changed the children.
 - Emails containing children’s names and details are sent via secure email - Egress.

Students, Apprentices and Voluntary staff are advised to maintain full Confidentiality when they are at and have completed their time at the Preschool.

We keep an up to date membership with the Information Commissioner’s Office (ICO)

▸ **Legal framework**

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

Signed by Manager	
Signed by Deputy Manager	