



Hambledon Youth Hut
West Street
Hambledon
PO7 4RW
02392 632242
www.hambledonpreschool.co.uk

10.6 Children's records

Policy statement

We have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the 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

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

If a child attends another setting, 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.

Developmental records

These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports and observations are downloaded on the Tapestry format.

- The children's Journals are shared with the parents on a secure password access for online use called Tapestry, this can be freely accessed, and contributed to, by staff, the child and the child's parents.
- These are usually kept in lockable cabinet and can be accessed, and contributed to, by our staff/me

Personal records

These may include:

- Personal details – including the child's registration, application forms and any consent forms.
- Contractual matters – including a copy of the signed parent contract, the child's days and times of attendance,
- 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-being 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.

Any correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing 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 cabinet.
- 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 Other 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, which is always locked when not in use.
- 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 Supervisor, deputy or designated person for child protection, the child’s key person, or other staff as authorised by our Manager and other staff as authorised by me.
- 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.
- Our 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 programme includes an awareness of the importance of confidentiality in the role of the key person.
- 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 place.

Archiving children's files Parts

- 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 for three years. After three years it is destroyed.
- If data is kept electronically it is encrypted and stored safely as above.
- Where there were **s.47** child protection investigations, we mark the envelope with a marker 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, 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 and Client Access to Records Policy and are required to respect it.

Legal framework

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

Further guidance

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