



St. Michael's Pre-school Policies and Procedures

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

If a child attends another setting, we establish a regular two-way flow of appropriate information with parents/carers and other providers.

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

Developmental records

- *These include observations of children in the setting, photographs and samples of their work and summary developmental reports.*
- *These are kept in a locked office at the setting and can be accessed during operating times, and contributed to, by our staff, the child and the child's parents/carers.*

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//carer contract, the child's days and times of attendance, a record of the child's fees, any fee reminders or records of disputes about fees.
- 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/carer.

- Early Support – including any additional focused intervention provided by our setting (e.g. support for behaviour, language or development that needs an Individual Education Plan) and records of any meetings held.
- Welfare and child protection concerns – including records of all welfare and protection concerns, and our resulting action, meetings and telephone conversations about the child, My Plan and My Support 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, which is always locked when not in use and which our manager keeps secure in an office or other suitably safe place.
- 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 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/carers have access, in accordance with our Privacy Notice, 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/carers with 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 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, child protection matter or special educational needs which are kept until a child reaches the age of 21 years or 24 years respectively. These are kept in a secure place.
- A signature is obtained for any records that are shared outside the setting, i.e. transition, safeguarding and SEND.

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 sealed envelope.
- The envelope is stored in a safe place for the period of time specified in current guidelines.
- If data is kept electronically it is encrypted and stored as above.
- Where there were s.47 child protection investigations, we mark the envelope with a star and archive it for the period of time specified in current guidelines.

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.
- 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)

This policy was adopted by

St Michael's Trustee Committee

~~12th April 2016~~

~~14/05/18 Updated for GDPR legislation pages 1,2 & 3~~

On

~~12-02-2020~~ 10-05-2022

Date to be reviewed

Every 2 years or as required

Signed on behalf of the provider

Hannah Cameron

Name of signatory

Hannah Cameron

Role of signatory (e.g. chair, director or owner)

Chairperson
