

## 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 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 observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports;
- These records are kept on our online Learning Journey system called Famly. This is kept on a cloud-based system that is only accessed by parents/carers and staff by way of a password. Famly is accessed, and contributed to, by 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 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-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 a SEN action 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, 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 cabinet, which is always locked when not in use and which is secured in the locked cupboard when the setting is not in operation.
- Many of our records are now digital and are stored securely in the cloud. We use 'GSuite', cloud-based productivity and collaboration tools developed by Google for 'Not For Profit' organisations. We manage emails through 'Gmail', diary events through 'Calendar', contact information through 'Contacts', and documents ('Docs', 'Sheets', 'Slides') which require collaboration and internal sharing within Longwick Pre-school via 'Drive'. For more information please read our 'Privacy Notice' and refer to our 'Internet and ICT' policy. Google outline their compliance with the GDPR in their Privacy Policy <https://policies.google.com/privacy> and Terms of Service <https://policies.google.com/terms>
- 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 Business Manager, Pre-school Manager, Deputy Pre-school Manager, Designated Person for Safeguarding and Child Protection, the child's Key Person, or other staff as authorised by our Pre-school Manager/Chairperson.
- 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.
- 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 will not discuss personal information given by parents 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 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 (archived in locked cupboard on top shelf).

#### Archiving children's files

- When a child leaves Longwick Pre-school, we will, where possible, forward the developmental documents with the parents/carers' permission to the next setting. Or the documents are given to the parents/carers to pass on to their next provider. Documents relating to the child which are not Development Records, or where the documents cannot be passed on to the next setting or the parents/carers, are removed from the child's personal file and placed in an archiving box which is then stored in a safe place for three years. After three years the documents are destroyed.

- The archiving process is as follows:-
  - 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 top shelf in locked cupboard.
- If data is kept electronically it is encrypted and stored as above.
- Where there were 47 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, 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)

<b><i>Date Policy Implemented</i></b>	<i>November 2018</i>
<b><i>Signed</i></b>	
<b><i>Name and Role</i></b>	<i>Alex Barter, Committee Management Chair</i>
<b><i>Date of Last Review</i></b>	<i>November 2022</i>
<b><i>Date of Next Review</i></b>	<i>November 2023</i>