FOWEY PRE-SCHOOL

**CHILDREN’S RECORDS POLICY**

There are record keeping systems in place that meet legal requirements. The means we’ll use to store and share that information take 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, our Confidentiality and Client Access to Records Policy and our Information Sharing Policy.

**Procedures**

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 are usually kept in the playroom and can be freely accessed, and contributed to, by staff, the child and the child’s parents.

# Personal Records

Personal data may include the following :

* Personal details – including the child’s registration form and any consent forms.
* Contractual matters – including 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 an 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 – 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 kept locked when not in use, and are kept secure by the person in charge.
* We will 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.

Children’s Records Policy

FOWEY PRE-SCHOOL

* Parents have access, in accordance with our Privacy Notice and our 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 any other members of staff, except on a ‘need to know’ basis. Staff induction 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.
* Students, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

# Archiving children’s files

* When a child leaves our setting, we’ll 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’ll seal this and store it in a safe place (i.e, a locked cabinet) for three years. After three years it is destroyed.
* If data is kept electronically, it is encrypted and stored as above.
* Where there were s.47 child protection investigations, we’ll mark the envelope with a star and archive it for 25 years.
* We’ll store financial information according to our finance procedures.

# Other records

▪ We’ll keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their key perso

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| **A Unique Child** | **Positive**  **Relationships** | **Enabling**  **Environments** | **Learning and Development** |
| 1.2 Inclusive practice | 2.1 Respecting each other | 3.1 Observation, assessment and planning |  |

**Legal framework**

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

Date of next review: September 2024

Signed………………………………… Position………………………… Date…………..

Copies of the original signed document are available upon request.

Children’s Records Policy