

## 5.3 Children's Records Policy

### Policy statement

Little Avenues Preschool have record keeping systems in place that meet legal requirements; how we use, 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 Little Avenues Preschool.

#### *Developmental records*

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- Paper key folders are kept in a locked cabinet and on-line journey are processed by Tapestry and can be accessed, and contributed to, by our staff, the child and the child's parents.

#### *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.

- One plan – 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 file or cabinet, which is always locked when not in use.
- We ensure that access to children’s files is restricted to those authorised to see them and make entries in them.
- 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.
- 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 six years after they have left the setting; except records that relate to a serious accident or child protection matter, which are kept until a child reaches the age of 18 years. These are kept in a secure place.

#### *Archiving children’s files*

- When a child leaves our setting, all paper documents are placed in an archive box, stored in a safe place or six years. After six years it is destroyed.
- If data is kept electronically it is password protected and stored as above.
- Where there were s.47 child protection investigations, we place the paper work in a sealed envelope and archive it until the child turns 18 years old.

#### *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 and volunteers 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 updated 5/6/18

Manager's signature \_\_\_\_\_ Date \_\_\_\_\_