



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 are kept predominately on BabysDays but every individual child will have their own folder containing some of their information and can be accessed, and contributed to, by our staff, the child and the child's parents.

Contractual matters – including a copy of the signed parent contract

Personal records

These may include the following:

- Personal details –consent forms,
- Contractual matters - the child's days and times of attendance, however a record of the child's fees for example, any fee reminders or records of disputes about fees are kept electronically.
- Reports - including Summative Assessments the child's 2-Year-Old Progress Check and Pre-School Progress Report
- 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.



In addition, children's individual files containing the following information kept in a locked cupboard within our staff room.

- Early Support – including any additional focused intervention provided by our setting (e.g. support for behaviour, language or development that needs a SEN action plan).
- 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.
- 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 is kept electronically. 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.
- Personal details – including the child's registration form and any consent forms, the child's days and times of attendance, a record of the child's fees, any fee reminders or records of disputes about fees.
- Correspondence and Reports – including a copy of the child's 2-Year-Old Progress Check, and Pre-School Progress Report, all letters and emails to and from other agencies and any confidential reports from other agencies.
- 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, designated person for child protection, the child's key person, or other staff are 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 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. Our staff induction programme includes an awareness of the importance of confidentiality within the Early Years sector.
- 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 for 24 years. These confidential records are stored in a lockable cabinet, which is always locked when not in use and which our manager keeps secure in our staff office.

Archiving children's files

- When a child leaves our setting, we archive all documents within BabysDays to the archive folder and remove all paper documents from the child's personal file and place them in a plastic wallet displaying their



initials. These are then placed within a locked archive box, labelled the year in which the children were present at the setting.

- All archive boxes are stored in a safe place (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 are child protection investigations, we mark the envelope with a star and archive it for 25 years.

Other records

- We keep a daily record on paper form, of the names of the children we are caring for and their hours of attendance. These registers are then transferred into academic registers to allow for tracking of attendance and patterns to be recognised.
- Students 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

Fawkham Montessori Pre-School

On

18th March 2020

Date to be reviewed

18th March 2021

Signed on behalf of the provider

A. Mahoney

Name of signatory

Abbie Mahoney

Role of signatory

Pre-School Manager