



Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met

10.3 Children's records

Policy statement

At Pirton Pre School, we have record keeping systems in place that meet legal requirements; the means we use, store and share information 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

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, samples of their work which are stored on electronic learning journeys
- A copy of the child's 2 Year Old Progress Check and a copy of their baseline assessment which is carried out by key person and parent.

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.
- A copy of documentation in relation to proof of age i.e. passport/birth certificate.
- Child’s development, health and well-being, a record of discussions about every day matters about the child’s development health and well-being with the parent.
- Early Support – including any additional focussed intervention provided by the 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 – including all letters and emails to and from other agencies and any confidential reports from other agencies.
- These confidential records are stored in a lockable filing cabinet in the office.
- 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 the manager, assistant manager DSL/DSO or the child’s key person.
- 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, 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.
- The 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 four 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.

Archiving children’s files

- When a child leaves Pirton Pre School, we remove all paper documents from the child’s personal file and place them in archive boxes stored in a

locked cupboard in the office with the date they left. We keep this for four years before destroying.

- Where there were child protection investigations it is archived 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, 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 (2018)

<i>This policy was adopted at a meeting of Pirton Pre-School Committee.</i>	
Held on (date)	
Signed on behalf of the Management Committee / Proprietor	
Role of signatory (e.g. chairperson)	