

## 10.3 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.

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 usually kept online using 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:

- 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 everyday matters about the child's development health and well-being 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 – 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 (with the exception of Welfare and protection concerns) are stored electronically on Microsoft OneDrive; a password protected cloud-based storage facility.
- Child welfare and protection concerns are stored in a lockable file or cabinet, which is always locked when not in use and which our manager keeps secure in an office or other suitably safe place.
- 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, 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.
- 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 in the role of the key person.
- We retain children’s records according to the Retentions Guidelines produced by the Early Years Appliance which is generally three years after they have left the setting; except records that relate to a child protection matter, which are kept until a child reaches the age of 21 years, and where we have been unable to pass these documents over to a subsequent educational setting. These are kept in Microsoft OneDrive.

#### *Archiving children’s files*

- When a child leaves our setting, we remove any paper documents relating to a child and shred them.
- Where data is kept electronically, it is encrypted and retained for three years (or as specified by the Retention Guidelines document. After three years (or as specified) it is destroyed.
- Where there were any s.47 child protection investigations, we will archive the child’s records for 25 years if we have been unable to transfer the documents to a subsequent educational setting.
- 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 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)

<b>Version</b>	<b>Changes Made</b>	<b>Author</b>	<b>Date</b>	<b>Review Date</b>
1.0	Baseline version	P Eccleston	25 <sup>th</sup> May 2018	November 2019
1.1	Minor adjustments to formatting	N Hanlon	12 <sup>th</sup> April 2019	March 2020
1.1	Reviewed - no changes	N Hanlon	30 <sup>th</sup> March 2020	March 2021
1.1	Reviewed - no changes	N Hanlon	8 <sup>th</sup> March 2021	March 2023

1.2	Updated to reflect that all records are retained electronically.	N Hanlon	22 <sup>nd</sup> March 2023	March 2025
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