Children’s Records Policy

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 Data Protection Act (1998) and the Human Rights Act (1998).

This policy and procedure should be read alongside our Confidentiality and Client Access to Records Policy and our Information Sharing Policy.

Procedures

If a child attends another setting, we try to establish a regular two-way flow of appropriate information between us, the parents, and the other providers. Where appropriate, we will incorporate comments from the other providers, the 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 the children in the setting, photographs, samples of their work and summary developmental reports.
- These are usually kept in a locked cabinet 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.
- Child’s development, health, and well-being – including a summary 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 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 cupboard, which is always locked when not in use.
- 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, i.e. the manager, assistant manager, Chair of Committee, the child’s key person, or other staff authorised by our manager. Only these people can make entries in them.
- We may be required to hand children’s personal files over 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.
- In accordance with our Confidentiality and Client Access to Records Policy, parents have access to the files and records of their own children, but do not have access to the information about any other child.
- Our staff will not discuss any personal information provided by parents with any other members of staff, except where it affects planning for a 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 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.

Archiving children’s files

- When a child leaves our setting, we remove all paper documents from the child’s personal file and place them in our archives, with the child’s name and date of birth and the date they left, for three years. After three years it is destroyed.
- Where there were s.47 child protection investigations, we mark the envelope with a star and archive it 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 on Early Years Learning Alliance 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

- Data Protection Act (1998)

Further guidance

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)

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<td>Adrian Hone</td>
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