



# Brenchley Pre-School Limited

## Confidential Records and Record Keeping

### **Children's records**

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act, Freedom of Information Act and the Human Rights Act.

### *Personal records*

- These include names, address, registration and admission forms, signed consent forms, parent's details, emergency contact numbers, dietary requirements, health requirements, parental responsibility, medication, allergies, collection details etc. These are kept in in our lockable office
- Children's learning journeys include observations of children in the setting, photographs and samples of their work and summative and formative reports are administrated through Tapestry. Reports and minutes from meetings concerning the child from other agencies (SALT) and signed consent forms are also kept within a SEN file (in office). These can then be freely accessed, and contributed to, by staff, the child and the child's parents.
- Since the introduction of Tapestry - each keyperson has their own tablet with individual secure PIN number. All photographs taken on these kindles will go directly in the children's learning records and any access photos will be deleted at the end of each month.
- The kindle/PC which has Tapestry downloaded is only accessed via secure password/pin and any information is only visible to the child's keyperson, the Manager and children's family members if they have downloaded an app on their own phone.
- Once the child leaves, their Learning Journey including Unique Story and work becomes the property of the parent. Tapestry files are downloaded, given to parent and child deleted off the system
- Any child protection matters are kept in the Safeguarding File in the locked filing cabinet in the which only the Designated Safeguarding Office and Deputy Safeguarding Officer has access to
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

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We keep records for the purpose of maintaining our business. These include:

- Records pertaining to our registration
- Lease documents and other contractual documentation pertaining to amenities
- Financial records pertaining to income and expenditure
- Risk Assessment
- Employment and personnel records of staff.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the General Data Protection Regulation and the Human Rights Act.

This policy and procedure is taken in conjunction with our Confidentiality Policy

- Financial records are kept up-to-date for audit purposes
- Health & Safety records are maintained
- Our Ofsted Registration certificate is displayed
- Our Public Liability insurance certificate is displayed
- All our employment and staff records are kept securely and confidentially

#### *Other records*

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on placement and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

#### **Legal Framework**

- General Data Protection Regulation 2018
- Data Protection Act 2018
- Human Rights Act 1998

*This Policy was reviewed at a Management Meeting held on Friday 14<sup>th</sup> September 2024*



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Mrs Victoria Relle - Chairman of Brenchley Pre-School Limited