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UNITED REFORMED CHURCH HALL - PRESCHOOL AND NURSERY CLASS

Children's Records Policy

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/ GDPR and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

Procedure

We keep records and documentation for the purpose of maintaining the United Reformed Preschool. These include:

- Records pertaining to our registration.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff including their name, home address and telephone number.
- Name, address, and telephone number of anyone else who is regularly in unsupervised contact with the children.
- All records are the responsibility of the manager who ensure they are kept securely.
- All records are kept in an orderly way in files and filing is kept up to date.
- Financial records are kept up to date for audit purposes.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

We notify Ofsted of any changes:

- In the address of the premises.
- To the premises which may affect the space available to us.
- To the name and address of the provider, or the provider's contact information
- To the person managing the provision.
- Any significant event which is likely to affect our suitability to look after children; or
- Any other event as detailed in the Early Years Foundation Stage.

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

This policy and procedures are taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

At the URC we recognise that parents have a right to know that information they share will be regarded as confidential as well as be informed about the circumstances and reasons when we are obliged to share information.

We are obliged to share confidential information without authorisation from the person who provided it or to whom it relates if it is in the public interest. That is when:

- it is to prevent a crime from being committed or intervene where one may have been, or to prevent harm to a child or adult; or
- not sharing it could be worse than the outcome of having shared it.

In our setting we ensure parents:

- Receive information about our information sharing policy when starting their child in the setting and they sign a form to say that they understand circumstances when information may be shared without their consent. This will only be when it is a matter of safeguarding a child or a vulnerable adult. This is on our registration form.
- Have information about our Safeguarding Children and Child Protection policy; and
- Have information about the circumstances when information will be shared with external agencies, for example, any special needs the child may have or transition to a school.
- Seek advice when there are doubts about possible significant harm to a child or others.
- Managers contact children's social care for advice where they have doubts or are unsure.
- Share with consent where appropriate. Respect the wishes of children and parents not to consent to share confidential information. However, in the interests of the child, know when it is reasonable to override their wish.
- The Manager is conversant with this and can advise staff accordingly. Consider the safety and welfare of the child when deciding about sharing information – if there are concerns regarding 'significant harm' the child's wellbeing and safety is paramount.

In our setting we:

- Record concerns and discuss these with the setting's designated lead and/or designated lead from the management committee for child protection matters.
- Record decisions made and the reasons why information will be shared and to whom; and follow the procedures for reporting concerns and record keeping.
- Information shared should be accurate and up-to-date, necessary for the purpose it is being shared for, shared only with those who need to know and shared securely.

Our Child Protection procedure and Record Keeping procedure sets out how and where information should be recorded and what information should be shared with another agency when making a referral.

Reasons for decisions to share information, or not, are recorded. Provision for this is set out in our Record Keeping procedure.

Consent

Parents have a right to be informed that their consent to share information will be sought in most cases, as well as the kinds of circumstances when their consent may not be sought, or their refusal to give consent may be overridden. We do this as follows:

Our policies and procedures set out our responsibility regarding gaining consent to share information and when it may not be sought or overridden.

- We may cover this verbally when the child starts with us.
- Parents sign a form at registration to say they understand this.
- Parents are asked to give written consent to share information about any additional needs their child may have, or to pass on child development summaries, to the next provider/school.
- Copies are given to parents of the forms they sign.

We consider the following questions when we need to share:

- Is there a legitimate purpose to sharing the information?
- Does the information enable the person to be identified?
- Is the information confidential?
- If the information is confidential, do you have consent to share?
- Is there a statutory duty or court order to share information?
- If consent is refused, or there are good reasons not to seek consent, is there sufficient public interest to share information?
- If the decision is to share, are you sharing the right information in the right way?
- Have you properly recorded your decision?

All the undertakings above are subject to the paramount commitment of the setting, which is to the safety and well-being of the child. Please also see our Safeguarding Children and Child Protection policy.

Developmental records

- These include observations of children in the setting, photographs, and samples of their work and summary developmental reports.
- These are stored online on Tapestry

Personal records

- These include registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable cabinet and are kept secure by the person in charge in an office or other suitably safe place.
- Parents have access, in accordance with our 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.
- 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.

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.

Provider records

Special Needs (See Special Needs and Disability Policy)

The URC Pre-School recognises the wide range of special needs of children and families in the community and will consider what part it will play in meeting these needs. Planning for preschool meetings and events will consider the needs of all people with disabilities.

Discriminatory Behaviour/Remarks (please see Nurturing policy)

These are unacceptable in the pre-school.

The response will aim to be sensitive to the feelings of the victim(s) and to help those responsible to understand and overcome their prejudices.

Language

The URC Pre-School will endeavour to communicate information both written and spoken in as many languages as necessary to accommodate the families making use of its provision. Bilingual and multilingual children and parents/carers are an asset. They will be valued, and their languages recognised and respected in the pre-school.

Food (please see food & drink policy)

The URC Pre-School will meet medical, cultural, and dietary needs as appropriate.

Legal framework

Data Protection Act/ GDPR 2018

Human Rights Act 1998

Last Reviewed: January 26