



Record keeping/GDPR

**Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025):
Safeguarding and Welfare Requirements** Information and record keeping

3.92 Providers must maintain records, obtain and share relevant information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or their CMA, as appropriate). This is to ensure their setting is safe and efficiently managed, and the needs of all children are met. Providers must enable a regular two-way flow of information with parents and/or carers (and between other providers, if a child is attending more than one setting). If requested, providers should incorporate parents' and/or carers' comments into children's records.

3.93 Records must be easily accessible and available (these may be kept securely off the premises). Confidential information and records about staff and children must be held securely and only accessible and available to those who have a right or professional need to see them. Providers must be aware of their responsibilities under the Data Protection legislation and, where relevant, the Freedom of Information Act 2000.

3.94 Providers must ensure that all staff understand the need to protect the privacy of the children in their care, as well the legal requirements that exist to ensure that information relating to the child is handled in a way that ensures confidentiality. Parents and/or carers must be given access to all records about their child, provided that no relevant exemptions apply to their disclosure under the Data Protection Act.

3.95 Records relating to individual children must be retained for a reasonable period of time after they have left the provision.

This nursery is committed to maintaining accurate, confidential, and secure records in accordance with the requirements of the Department for Education Early Years Foundation Stage (EYFS), the UK General Data Protection Regulation (UK GDPR), and the Data Protection Act 2018.

We recognise the importance of maintaining appropriate records to support children's welfare, learning, development, safeguarding, and the effective management of the nursery.

Aim of the Policy

The aims of this policy are to:

- ♥ Ensure all legally required records are maintained accurately and securely.
- ♥ Protect the confidentiality and privacy of children, families, and staff.
- ♥ Ensure information is only shared appropriately and lawfully.
- ♥ Meet statutory EYFS safeguarding and welfare requirements.
- ♥ Ensure records are accessible to authorised persons when required.

Information We Hold

The nursery maintains records including:

Child Records

- ♥ Registration forms
- ♥ Personal details and emergency contacts
- ♥ Attendance records
- ♥ Medical information and dietary requirements
- ♥ Accident and incident records
- ♥ Medication administration records
- ♥ Safeguarding concerns and referrals
- ♥ Learning and development records
- ♥ Progress checks and assessments

Staff Records

- ♥ Employment records
- ♥ Qualifications and training certificates
- ♥ DBS information
- ♥ Safeguarding training records
- ♥ Supervision and appraisal records

Nursery Records

- ♥ Risk assessments
- ♥ Fire drill and evacuation records
- ♥ Visitor logs
- ♥ Complaints records
- ♥ Policies and procedures
- ♥ Health and safety checks

Confidentiality

All information held by the nursery is treated as confidential.

Staff must:

- ♥ Respect the privacy of children and families.
- ♥ Only access information necessary for their role.
- ♥ Never discuss confidential information outside the nursery or with unauthorised persons.
- ♥ Store records securely at all times.

Confidential information will only be shared:

- ♥ With parental consent where appropriate.
- ♥ When legally required.
- ♥ To safeguard a child or vulnerable person.
- ♥ With relevant professionals involved in the child's care or welfare.

Storage of Records

Records are stored securely:

- ♥ Paper records are kept in locked cabinets.
- ♥ All paperwork is scanned onto a hard drive kept in a locked safe.
- ♥ Electronic records are password protected.
- ♥ Access is restricted to authorised staff only.

The nursery takes reasonable steps to prevent:

- ♥ Loss of information
- ♥ Unauthorised access
- ♥ Misuse or disclosure of records

Retention of Records

Records are retained in line with legal and statutory guidance.

Examples include:

- ♥ Accident records: minimum 21 years and 3 months for children
- ♥ Safeguarding records: retained securely according to safeguarding guidance
- ♥ Staff records: retained in accordance with employment law requirements

Records that are no longer required are disposed of securely through shredding or confidential deletion.

Sharing Information

The nursery follows the principles of information sharing outlined in safeguarding guidance.

Information may be shared with:

- ♥ Social care
- ♥ Health professionals
- ♥ Schools

- ♥ The police
- ♥ Regulatory bodies

Where possible, parental consent will be sought unless doing so places a child at risk.

Parents' Access to Records

Parents/carers have the right to:

- ♥ Access information held about their child.
- ♥ Request corrections to inaccurate information.
- ♥ Be informed how their information is used.

Requests for access should be made to the nursery manager.

Some information may be withheld where safeguarding or legal reasons apply.

Learning and Development Records

Children's learning journeys and assessments:

- ♥ Are used to support children's progress.
- ♥ May include observations, photographs, and examples of work.
- ♥ Are shared with parents regularly.

Parental permission will be obtained for photographs and media use.

Safeguarding Records

Safeguarding concerns are:

- ♥ Recorded factually and promptly.
- ♥ Stored separately from general child records.
- ♥ Shared only with appropriate safeguarding professionals.

The Designated Safeguarding Lead (DSL) is responsible for safeguarding records.

Use of Cameras, Phones, and Electronic Devices

Staff must follow nursery procedures regarding:

- ♥ Mobile phone use
- ♥ Photography
- ♥ Social media
- ♥ Electronic communication

Personal devices must not be used to photograph children.

Data Breaches

Any loss, theft, or unauthorised sharing of information must be reported immediately to the nursery manager.

Serious breaches will be managed in accordance with UK GDPR requirements and reported where necessary.

Policy updated by Kylie Jones and the Little Squirrels team **May 2026**.