



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Children's Records Policy – 2025 Update

Policy Statement

We maintain record-keeping systems that meet legal requirements under the UK General Data Protection Regulation (GDPR) (updated post-Brexit) and the Human Rights Act (1998). Our storage and sharing procedures adhere to updated Ofsted guidelines and best practices for child safeguarding.

This policy and procedure should be read alongside:

- Privacy Notice
- Confidentiality and Client Access to Records Policy
- Information Sharing Policy

Procedures

Information Sharing

- A secure digital communication system ensures regular, two-way flow of appropriate information with parents and other providers.
- Biometric authentication and encrypted platforms are used when accessing children's records.

Types of Records We Maintain

We keep two types of records:

Developmental Records

- Observations of children, photographs, samples of their work, and developmental reports.
- Stored securely in encrypted digital systems and accessible only to authorized staff, the child, and their parents.

Personal Records

- Registration and consent forms securely stored digitally with encrypted access.
- Contractual matters, including attendance records and fee agreements.
- Early support interventions, including Special Educational Needs (SEN) action plans and behavioral strategies.
- Correspondence and reports, including the child's 2-Year-Old Progress Check.
- Confidential files are stored in a locked cabinet or secure digital archive, accessible only to designated personnel.

Safeguarding & Welfare Folders

- Welfare concerns, child protection records, and Looked After Child documentation are securely stored.
- Correspondence with external agencies is encrypted or securely filed.
- Records are retained for six years after the child leaves, except for child protection cases, which are stored until the child reaches 24 years.
- Ongoing child protection cases are transferred securely to the child's new setting.

Archiving Children's Files

- When a child leaves, all paper documents are labeled with their name, date of birth, and departure date.
- Files are securely archived for six years, then destroyed.
- Digital records are encrypted and stored in the same manner.
- Section 47 child protection investigations are retained for 25 years unless ongoing, in which case they are transferred securely to the new setting.

Daily Attendance Records

- A digital attendance system maintains records of children's names, hours of attendance, and their assigned key person.
- Students and trainees are required to adhere to our Confidentiality Policy.

Children's Rights Under GDPR

Children and their parents/guardians have the right to access, rectify, and request erasure of personal data. Requests must be submitted in writing and will be responded to within one calendar month.

Lawful Basis for Data Processing

We process personal data under the lawful bases of consent, legal obligation, and legitimate interest. Consent is actively obtained for photographs, digital records, and third-party sharing. Legal obligations apply to safeguarding and statutory assessments.

Staff Training

All staff receive annual training on data protection, confidentiality, and safeguarding procedures. Training records are maintained and reviewed regularly.

Data Breach Protocol

In the event of a data breach, we follow our internal response procedure, including containment, assessment, and notification to the Information Commissioner's Office (ICO) within 72 hours if required.

Digital Audit Trails

Our digital systems maintain audit trails that log access and modifications to children's records. These logs are reviewed periodically to ensure compliance and security.

Parental Access

Parents may request access to their child's records at any time. Requests are handled in accordance with our Confidentiality and Client Access to Records Policy.

Data Sharing Agreements

We ensure that all third-party platforms used for record-keeping or communication have appropriate data processing agreements in place to comply with UK GDPR.

This policy was adopted by

The Butterfly Rooms Ltd

On

7th July 2025

Date to be reviewed

7th July 2026

Signed on behalf of the Management
committee



Name of signatory

Miss Aimee Thompson

THE
BUTTERFLY
ROOMS

