



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

Policy Statement

We maintain accurate, confidential and accessible records for all children attending our setting. Record-keeping systems meet the requirements of:

- The **Early Years Foundation Stage (EYFS) Statutory Framework (September 2025 – current)**
- **UK General Data Protection Regulation (UK GDPR) and Data Protection Act 2018**
- **Human Rights Act 1998**
- Current **Ofsted safeguarding and welfare requirements**

Records are kept securely, shared appropriately, and used to support children's learning, development, safety, and wellbeing.

This policy should be read in conjunction with:

- Privacy Notice
- Confidentiality and Access to Records Policy
- Information Sharing Policy
- Safeguarding and Child Protection Policy

Information Sharing

- We promote a **regular two-way flow of information** with parents/carers and, where appropriate, other early years providers and professionals, in line with EYFS requirements.
- Information is shared lawfully, securely and on a **need-to-know basis**.
- Parental consent is obtained where required, unless sharing is necessary to safeguard a child.
- Secure digital platforms with encrypted access are used for sharing records and communications.
- Where children attend more than one setting, relevant information is shared to support continuity of care and learning.

Types of Records We Maintain

We keep the following categories of records:

1. Developmental Records

These include:

- Observations of children's learning and development
- Photographs, videos, and samples of children's work
- Assessments, summaries, and progress reviews, including the **Two-Year-Old Progress Check**

Storage & Access

- Stored securely within encrypted digital systems or locked storage
- Accessible to authorised staff and the child's parent/carer
- Parents' comments are incorporated where appropriate

2. Personal Records

These include:

- Registration forms and parental consent documentation
- Emergency contact details (including multiple emergency contacts)
- Attendance records and key person details
- Fee agreements and contractual documents
- Medical details, dietary needs, allergy plans
- SEN support records, Early Help involvement and individual plans
- Written correspondence and reports relating to the child

Storage & Access

- Stored securely in locked cabinets or encrypted digital systems
- Access restricted to the manager and designated staff

3. Safeguarding & Welfare Records

These include:

- Child protection and safeguarding concerns
- Looked After Child documentation
- Records of concern, body maps, chronologies
- Correspondence with external agencies

Storage & Retention

- Stored separately from general child records
- Access restricted to the Designated Safeguarding Lead (DSL) and manager
- Retained in accordance with safeguarding guidance:
 - **Child protection records retained until the child reaches 25 years of age**
- Ongoing safeguarding files are transferred securely to a new setting or school where appropriate

Daily Attendance Records

- We maintain a digital daily attendance register showing:
 - Child's full name
 - Arrival and departure times
 - Hours attended
 - Key person allocation
- Absences are monitored and followed up in line with safeguarding requirements.
- Students, volunteers and trainees are required to adhere to our Confidentiality Policy at all times.

Archiving and Retention of Children's Records

- When a child leaves the setting, all records are clearly labelled with:

- Child's name
 - Date of birth
 - Date the child left the setting
- Records are retained only for as long as necessary in line with legal and safeguarding guidance:
 - **General children's records: minimum of six years after leaving**
 - **Financial records: six years**
 - **Child protection records: until age 25**
- Paper records are securely destroyed (cross-shredded).
- Digital records are deleted securely from all systems.

Lawful Basis for Data Processing

We process personal data under the following lawful bases:

- **Legal obligation** – safeguarding, attendance, statutory assessments
- **Consent** – photographs, digital learning journals, information sharing where required
- **Legitimate interest** – operational and safeguarding needs

Consent is recorded, reviewed regularly and may be withdrawn at any time where applicable.

Children's and Parents' Rights (UK GDPR)

Parents/carers (and children where appropriate) have the right to:

- Access personal data
- Request rectification of inaccurate data
- Request erasure where legally permitted
- Restrict or object to processing in certain circumstances

All requests must be made in writing and will be responded to within **one calendar month**.

Data Security and Digital Audit Trails

- All digital record systems are password protected and encrypted.
- Access is role-based and reviewed regularly.
- Digital systems maintain **audit trails** logging access and changes to children's records.
- Audit logs are reviewed periodically to ensure data security and compliance.

Staff Training

- All staff receive regular training in:
 - Data protection and confidentiality
 - Safeguarding and information sharing
- Training is refreshed at least **every two years** in line with EYFS requirements.
- Records of staff training are maintained and monitored.

Data Breach Procedure

In the event of a data breach:

- Immediate action is taken to contain the breach
- An assessment is completed to establish risk
- The **Information Commissioner's Office (ICO)** is notified within **72 hours** where required
- Affected individuals are informed where appropriate

Data Sharing Agreements

- All third-party platforms used for record-keeping or communication are GDPR-compliant.
- Data Processing Agreements are in place with all relevant providers.
- We review third-party systems regularly to ensure continued compliance.

This policy was adopted by

The Butterfly Rooms Ltd

On

21st April 2026

Date to be reviewed

21st April 2027

Signed on behalf of the Management
committee

A handwritten signature in black ink, appearing to be 'Aimee Thompson', written over a horizontal line.

Name of signatory

Miss Aimee Thompson