



WARF Preschools
Swallows, Sampford Arundel
Stawley Under Fives



CHILDREN'S RECORDS AND PARENT ACCESS TO 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 and the Human Rights Act.

See Appendix : Record Keeping Procedures and Child Protection Policy

We keep two kinds of records on children attending our setting:

Developmental records (Scrapbooks and EYFS Files)

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are kept in the setting and can be freely accessed, and contributed to, by staff, the child and the child's parents.
- Parents may see their child's developmental records upon verbal request.

Personal records

- These include registration 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 locked filing cabinet at the setting.
- Parents have access, to the files and records of their own children but do not have access to information about any other child.
- Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- We retain children's records for three years after they have left the setting. These are kept in a secure place.

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.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the Manager, Head Teacher and governors.
- Students on training in the setting, are advised of our confidentiality policy and are required to respect it.



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Parent access to records procedures

Parents may request access to any confidential records held on their child and family following the procedure below:

- Any request to see the child's personal file by a parent or person with parental responsibility must be in writing with 48 hours notice.
- The setting commits to providing access within 14 days, although this may be extended.
- The Manager prepares the file for viewing.
- All third parties are written to, stating that a request for disclosure has been received and asking for their permission to disclose to the person requesting it. Copies of these letters are retained on file.
- 'Third parties' include all family members who may be referred to in the records.
- It also includes workers from any other agency, including social services, the health authority, etc. It is usual for agencies to refuse consent to disclose, preferring the individual to go directly to them.
- When all the consents/refusals to disclose have been received these are attached to the copy of the request letter.
- A photocopy of the complete file is taken.
- The manager goes through the file and remove any information which a third party has refused consent to disclose. A thick black marker is used, to score through every reference to the third party and information they have added to the file.
- What remains is the information recorded by the setting, detailing the work initiated and followed by them in relation to confidential matters. This is called the 'clean copy'.
- The 'clean copy' is photocopied for the parents who are then invited in to discuss the contents. The file should never be given straight over, but should be gone through by the setting leader, so that it can be explained.
- Legal advice may be sought before sharing a file, especially where the parent has possible grounds for litigation against the setting or another (third party) agency.