Safeguarding and Welfare Requirement: Information & Records

10.4 Children's records

Policy Statement

We have record keeping systems in place that meet legal requirements. This means how we store and share that information is within the framework of the Data Protection Act (1998) and the Human Rights Act (1998).

This policy and procedure is in conjunction with our Confidentiality and Information Sharing Policy.

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

Developmental records
- These include observations of children in the setting, photographs and samples of their work and summary developmental reports.
- Summative assessments are kept within the setting.
- Parents are encouraged to view and add to their child's development records on 'Tapestry' online learning Journey.
- These are usually kept in the playroom and can be freely accessed, and contributed to, by staff, the child and the child's parents.

Personal records
- These include registration and admission forms, signed consent forms, 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 within 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 will not discuss personal information given by parents with other members of staff, except where it affect's planning for the child's needs. 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, except records that relate to an accident or child protection matter, which are kept until a child reaches the age of 21 years. 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 people directly involved with making personnel decisions.
- Students and volunteers are advised of our Confidentiality policy and are required to respect it.

Legal framework
- Data Protection Act (1998)
- Human Rights Act (1998)

This policy was adopted at a meeting held by Little Acorns committee on 31st January 2017.

To be reviewed	**January 2018**
Signed on behalf of the provider	
Name of Signatory	**Sue Casselden**
Role of Signatory	**Business Manager**