



# Stanmore Baptist Preschool

## 10 Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

### 10.4 Children's records

#### Policy statement

We have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the General Data Protection Regulations (GDPR) (2018) and the Human Rights Act (1998).

This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and our Information Sharing Policy.

#### Procedures

If a child attends another setting, we establish a regular two-way flow of appropriate information with parents and other providers. Where appropriate, we will incorporate comments from other providers, as well as parents and/or carers into the child's records.

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

##### *Developmental records*

- These are recorded on a secure digital record keeping system called Tapestry. ([www.tapestryjournal.com](http://www.tapestryjournal.com))
- Each member of staff and parent has a secure log in.
- Records can only be accessed by the parent or carer of the child, the managers and key person.
- Parents can download observations made on their child.
- Records are deleted six months after a child has left the setting.

### *Personal records*

These may include the following (as applicable):

- Personal details – including the child’s Registration form and any consent forms.
- Contractual matters – including a copy of the child’s days and times of attendance, a record of the child’s fees, any fee reminders or records of disputes about fees.
- Child’s development, health and well-being – including a summary only of the child’s EYFS profile report, a record of discussions about every day matters about the child’s development health and well-being with the parent.
- Early Support – including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an Individual Education Plan) and records of any meetings held.
- Welfare and child protection concerns – including records of all welfare and protection concerns, and our resulting action, meetings and telephone conversations about the child, a Statement of Special Educational Need and any information regarding a Looked After Child.
- Correspondence and Reports – including a copy of the child’s 2 Year Old Progress Check (as applicable), all letters and emails to and from other agencies and any confidential reports from other agencies.
- These confidential records are stored in a lockable file or cabinet, which is always locked when not in use and which our manager keeps secure.
- We read any correspondence in relation to a child, note any actions and file it immediately
- We ensure that access to children’s files is restricted to those authorised to see them and make entries in them, this being our manager, assistant manager, the child’s key person, or other staff as authorised by our manager.
- We may be required to hand children’s personal files to Ofsted as part of an inspection or investigation process; or to local authority staff conducting a S11 audit, as long as authorisation is seen. We ensure that children’s personal files are not handed over to anyone else to look at.
- Parents have access, in accordance with our Privacy Notice, Client Access to Records Policy, to the files and records of their own children, but do not have access to information about any other child.
- Our staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Our staff induction programme includes an awareness of the importance of confidentiality in the role of the key person.
- We retain children’s records that relate to an accident or child protection matter, which are kept until a child reaches the age of 21 years or 24 years respectively. These are kept in a secure place.
- We store financial information according to our finance procedures.

### *Archiving children’s files*

- When a child leaves our setting, we remove all paper documents from the child’s personal file and place them in a fire resistant, locked cabinet for three years. After three years it is destroyed.

- If data is kept electronically it is encrypted and stored as above.
- Where there were s.47 child protection investigations, we place these in a marked envelope and archive it for 25 years.

#### *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.
- Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.

#### **Legal framework**

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act (1998)

#### **Further guidance**

- Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

This policy was adopted by Stanmore Baptist Preschool

On 14<sup>th</sup> May 2019

Date to be reviewed June 2020

Signed by the Manager \_\_\_\_\_

Name of Manager Claire Ingate

Signed by the Committee Chair \_\_\_\_\_

Name of Committee Chair Sian Bender