

**General Welfare Requirement: Organisation**

Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of the children.



**Record keeping**

**Children’s Records**

**Policy statement**

Our record keeping systems including storing and information sharing that meet legal requirements within the framework of the General Data Protection Regulations 2018 and the Freedom of Information Act 2000. This policy and procedure is taken in conjunction with our Privacy Notice, Confidentiality Policy and Information Sharing policy.

**EYFS key themes and commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.1 Observation, assessment and planning	

**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**

- Each child has an online Learning Journal (Tapestry) which contains observations, assessments, progress reports, samples of work, photographs and videos, parent’s comments and comments from other settings that a child may attend. Parents have 24 hour access to their own child’s file through a login/password system.
- We keep a paper copy of some of the information we have on Tapestry in individual files, so that Key Persons can easily and quickly access information such as children’s next steps in learning. These are kept in a locked office.

## ***Personal Records***

- Personal details – including the child’s Registration Form and any consent forms.
- Contractual matters – including a copy of the signed Registration Form, 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 SEN action 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, an Education, Health and Care Plan 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 box file or filing cabinet, which is always locked when not in use and which the manager keeps secure in the office.
- 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, deputy or designated person for child protection, the child’s key person, or other staff as authorised by the 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, Confidentiality and 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 for three years after they have left the setting; the exception to this is 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. The medical and accident record retention complies with the Limitation Act 1980. Safeguarding and welfare requirements are retained to comply with the EYFS requirement 3.71. These records are kept locked in a secure place.

### ***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 locked storage box. After three years it is destroyed, unless it relates to accident forms or child protection issues.
- Tapestry files are offered to you, the parents/carers, to download and keep, and are then deleted from our account.
- Where there were s.47 child protection investigations, we mark the file with a star and archive it for 25 years.
- We store financial information according to our finance procedures.
- We will never share your data with any other organisations to use for their own purposes.

### ***How do we protect your data?***

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- Locking all paper documents containing data in a filing cabinet in the locked office. The key to the filing cabinet is kept in a lockable key safe – only 3 senior staff members have access to this key safe.
- Our PCs are password protected and have up-to-date spy and malware software installed.
- Only allowing authorised staff members to access data, and ensuring they are aware of our confidentiality policy.
- Not keeping confidential data off-site.
- Using password protected accounts to access Tapestry, as well as pin codes for the pre-school owned iPads.

### ***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.
- We keep documentation including your name, address and National Insurance number for Local Authority Funding. Forms are in paper format and are kept locked in a filing cabinet. Following your child leaving the setting, we are required by the Local Authority to keep these records for a period of time, after which they are destroyed.
- 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.
- We are required to keep emergency contact details (phone numbers, mobile phone numbers) in order to comply with the EYFS. The Information Commissioners Office has advised that it is reasonable to store both numbers and email addresses in order to maintain contact.

**Right to Erasure**

- As a parent, you do have the right to ask for information about your child to be withdrawn. This is known as 'right to erasure'. However, there are certain pieces of information that we are legally obliged to have when the child is attending the setting, and these are seen as exceptions to the 'right to erasure'. Erasure requests will be handled on an individual basis.

**Legal framework**

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

**Further guidance**

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)

This Policy was reviewed by	Liz Burnett – Office Manager
Adopted by	Rotherfield Village Pre-School Staff and Directors
Read and agreed by	
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