

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

Privacy Notice - Children’s Records

Policy statement

Our record keeping systems including storing and information sharing that meet legal requirements within the framework of the Data Protection Act 1998 and the Freedom of Information Act 2000.

This policy and procedure is taken in conjunction with our 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

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 and photographs, 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.

Personal records

- These include signed registration forms containing families names and contact details and child’s date of birth, 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 lockable filing cabinet and are kept secure by the manager in the office.
- Parents have access, in accordance with our Confidentiality & 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.
- Staff will share personal information given by parents on a need to know basis with other staff. 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, which we deem to be a reasonable amount of time. These are kept in a secure place on the premises.
- We also retain written records of individual children’s attendance and non attendance.

Legal Framework

- Data Protection Act 1998
- Freedom of Information Act 2000

This Policy was reviewed by	Fiona Wilson - Supervisor
Adopted by	Rotherfield Village Pre-School Staff and Directors
Read and agreed by	
Date	February 2017
Review Date	February 2018