

## **Safeguarding and Welfare Requirement: 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.

### **10.6 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 Data Protection Act (1998) and the Human Rights Act (1998).

This policy and procedure should be read alongside our 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 (Learning Journey)*

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are always kept on the premises and can be accessed, and contributed to, by our staff, the child and the child's parents.

##### *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 signed parent contract, the child's days and times of attendance, a record of the child's fees, any fee reminders or records of disputes about fees.

- 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.
- Confidential child protection records are stored in a lockable cabinet, which is always locked when not in use and which our manager keeps secure in an office or other suitably safe place.
- We read any correspondence in relation to a child, note any actions and file it immediately
- We ensure that access to children’s confidential file is restricted to those authorised to see them and make entries in them, this being our supervisor, deputy or designated person for child protection, the child’s key person, or other staff as authorised by our supervisor.
- 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 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.

#### *Archiving Children’s Files*

- 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 or 24 years respectively. These are kept in a secure place.
- When a child leaves our setting, all developmental records (Learning journals) are handed to the parent(s)/Carer. Children’s personal file (registration forms/funding info) are placed in an archive box and stored in a safe place for three years. After three years it is destroyed.
- Where there were child protection investigations, we keep a log of safeguarding information in a sealed envelope with a date for destroying and archive it until the child’s 25<sup>th</sup> birthday (see safeguarding file).
- We store financial information according to our finance procedures.

#### *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

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

### Further guidance

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

Policy Adopted:	September 2014		
Review date:	September 2015	no changes AC	
	September 2016	minor alternations suggested by committee AC	
	September 2017		