



## **Record keeping**

### **RK1 Children's records**

#### **Policy Statement**

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the General Data Protection GDPR) (2018) and the Human Rights Act (1998).

This policy and procedure are taken in conjunction with policy no CP6 Confidentiality and Client Access to Records Policy and our procedures for information sharing.

#### **Procedures**

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

##### *Developmental records*

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- We have a mixture of observations, videos and photographs stored electronically via our agreement with the online learning journal provider Tapestry.
- We share, with the parents' consent, these records with other providers where the child attends more than one setting.

##### *Personal records*

- These include registration and admission forms, signed consent forms, and 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 cabinet and are kept secure by the person in charge.
- 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.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects 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 seven years after they have left the setting. These are kept in the locked administration cupboard for a year after the child has left the setting before being transferred to another locked administration cupboard located within a locked garage on church premises.

#### *Other records*

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on Early Years Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

#### **Legal Framework**

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

This policy was adopted at a meeting of

Little Fishes Pre-School

Held on

20/9/11

Date to be reviewed

Reviewed: Summer 2022

Next Review: Date Summer

Term 2024

Signed on behalf of the management committee

Maggie Mann – Chair

Tracy Parkins – Manager