



# The Goslings Preschool

Registered Charity No. 1209514

## Children's Records Policy

### Policy Statement

We have record-keeping systems in place that meet legal requirements, with the storage and sharing of information being in accordance with 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, General Data Protection Regulations (GDPR) 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 include observations of children in the setting, photographs and samples of their work and summary developmental reports. These are kept in a locked cupboard and can be accessed, and contributed to, by our staff.

#### ***Personal Records***

These may include the following (as applicable):

1. Personal details – including the child's registration form and any consent forms.
2. 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 and any fee reminders or records of disputes about fees.
3. 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.
4. 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.
5. 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.
6. Correspondence and reports – all letters and emails to and from other agencies, and any confidential reports from other agencies.
7. The confidential records are stored in a lockable file or cabinet, which is always locked when not in use.
8. We read any correspondence in relation to a child, note any actions and file it immediately.
9. 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 our manager.
10. 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.

11. 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.
12. 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.
13. 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 cabinet.

### **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 folder, with the child's name and date of birth labelled on the front, along with the date they left. We store the folder in a locked cabinet for three years, after which time it is destroyed. However, documents relating to accidents or safeguarding information are retained in a locked cabinet until the child is aged 25 years.

If data is stored electronically, it is encrypted and stored as above.

Where there were s.47 child protection investigations, we mark the folder with a star and archive it for 25 years.

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, who are observing in the setting, are advised of our Confidentiality and Client Access to Records Policy and are required to uphold it.

*This Policy has been reviewed and agreed by The Goslings Management Team and Parental Committee.*