

## General 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.



## 37. Children's records

### Ducklings pre-school 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 Regulations (GDPR) (2018) and the Human Rights Act (1998).

This policy and procedure should be read alongside our Privacy Notice (35), Confidentiality and Client Access to Records policy (40) and our Information Sharing policy (41)

### 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 pre-school:

#### *Developmental records*

- These include observations of children in the pre-school, photographs, video clips and samples of their work and developmental reports.
- These records are kept on the pre-school's iPads using the Tapestry app which are all individually password and code protected, and in individual folders which are labelled with the child's name and stored in a locked cabinet. They can both be accessed, and contributed to, by 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.
- 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 pre-school (e.g. support for behaviour, language or development that needs a SEND 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.
- During sessions, registration forms, signed consent forms and health care plans are kept in a file on top of the unit opposite the changing unit readily accessible to the staff. All other confidential records are stored in a lockable cabinet and are kept secure by the supervisor in an office upstairs.
- 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 supervisor, a deputy supervisor 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 Privacy Notice (35), Confidentiality and Client Access to Records Policy (40), 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 pre-school; except records that relate to an accident which are kept until a child reaches 21 years or a child protection matter which are kept until a child reaches the age of 25 years. These are kept securely in a locked filing cabinet.

#### *Archiving children’s files*

- When a child leaves our pre-school, we remove all paper documents from the child’s personal file and place them in a robust envelope, with the child’s name and date of birth on the front and the date they left.
- We seal this and place it in a locked cabinet for three years. After three years it is destroyed.
- For data kept electronically it is encrypted and archived removed after three years.
- Where there were S47 child protection investigations, we mark the envelope with a star and archive it until the child reaches 24 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 recognised qualifications and training, when they are observing in the pre-school, are advised of our Confidentiality and Client Access to Records Policy (40) and are required to respect it.

### 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 (HMG 2018)

This children's records policy was adopted by	NGCA Ducklings pre-school
On	27 <sup>th</sup> March 2023
Date to be reviewed	26 <sup>th</sup> March 2024
Signed on behalf of the management committee	
Name of signatory	Tristan Woolfenden
Role of signatory	Chairperson