

25. Children's records

Statement of Intent

There are record keeping systems in place that meet legal requirements. This information is stored and shared within the framework of the Data Protection Act and the Human Rights Act.

This policy is taken in conjunction with the Confidentiality Policy, the Access to Personal Records procedure and the Data Protection policy.

Method

We keep two kinds of records on children attending Welford Pre-school:

Developmental records

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports. These formative assessments enable us to make a summative assessment required by the EYFS. All children receive a summative assessment three times a year, either verbally or in writing. These are kept in a document called 'A Learning Journey'. This document will be given to parents/carers to keep when a child leaves Welford Pre-school but can be viewed at any time and is sent home regularly.

Personal records

- These include registration forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an on-going record of relevant contact with parents/carers, 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 cupboard and are kept secure by the Manager in the office.
- Parents/carers have access, in accordance with our Access to Personal Records procedure, 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/carers 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 three years after they have left Welford Pre-school. These are kept in a secure place.

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.

- Issues relating to the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- We keep parental contracts for funding claims in a locked filing cabinet in a locked office.

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998

Further guidance

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

Date reviewed	8th April 2021
This policy was adopted at a meeting of Welford Pre-school held on	15th April 2021
Signed on behalf of the Committee	<i>E Worrell</i>
Role of signatory	Chair