



# **Children's records policy**

**This policy was adopted by the Kingswood Pre-School Group on 14/11/2018**

**Policy review date: 14/10/2021**

**Signed:----- Date:-----**

**(Hayley Roberts – Chairperson of Kingswood Pre-School Group)**

## **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.

## **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 Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

## **EYFS Key commitments**

Information and records                      3.68, 3.69, 3.70

## **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.
- These are kept in the setting and can be accessed, and contributed to, by staff, the child and the child's parents.
- These records can also be exchanged (if appropriate) with another child care provision your child attends. This would only happen with your consent

### **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 locked cupboard and are kept secure by the person in charge.
- Parents have access, in accordance with our Client Access to Records Policy, to the files 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.

### **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 Pre-school Learning 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**

Data Protection Act 1998

Human Rights Act 1998

### **Further guidance**

Information Sharing: Practitioners' Guide (DfES 2006)