

Safeguarding and Welfare Requirement: Information and Records

Providers must plan and organise their systems to ensure that every child receives an enjoyable and challenging learning and development experience that is tailored to meet their individual needs.

10.3 Children's records (January 2018)

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, the Freedom of Information Act and the Human Rights Act.

This policy is to be read in conjunction with the Confidentiality and Client Access to Records and Information Sharing Policies.

Procedures

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 the setting and can be freely accessed by staff during sessions but are locked away when the pre-school is closed
- These are contributed to by staff, the child and the child's parents.
- Any photographs relating to the children's developmental records are uploaded weekly via a remote reader either directly to a printer or to a printing company and not stored or downloaded onto any computer
- Once printed, the images are deleted and not stored electronically

Personal records

- These include registration and admission forms, signed consent forms, correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, ongoing records 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 cupboard
- Parents have access, in accordance with our 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
- Staff may pass on information given by parents to other members of staff, particularly 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 and these are kept in a lockable cupboard

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 – the Manager, Administration Manager and Team Leader
- When students on Pre-school Learning Alliance or other recognised qualifications and training are observed in the setting, they are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.

Legal Framework

- Data Protection Act 1998
- Human Rights Act 1998
- Freedom of Information Act 2000