Bowes Pre-School & Holiday Club

10.6 Children's records

Safeguarding and Welfare requirements: Information and records.
Bowes Pre-school 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.

We have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the General Data Protection Regulations (GDPR) (2018).

This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and the Information Sharing Policy.

Procedures

We keep two kinds of records on children attending our setting:

Developmental records

- Learning Journals/ Floor books - These include observations of children in the setting, photographs and samples of their work.
- Learning journals/ Floor books are usually kept in the main room, and can be freely accessed, and contributed to, by staff, the chid and the child's parents

Personal records

- Personal details – including the child's enrolment forms and any consent forms
- Contractual matters – including the child's days and times of attendance, a record of the child's fees any fee reminders or records of disputes about fees.
- 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.
- These confidential records are stored in a lockable cupboard in the office. The cupboard is always locked when not in use and also the office is locked too, with only staff members able to have access.
- Parents have access, in accordance with our Privacy Notice 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 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.
- We retain children's records for seven years after they have left the setting, except records that relate to an accident, child protection matter or SEND Plans and Health Care Plans, which are kept until a child reaches the age of 21 years. These are kept in a secure place.

Other records

- We keep a daily register of the names of the children we are caring for, their hours of attendance and the names of their key person

- 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 and Client Access to Records policy and are required to inspect it.

Archiving children's files

- When a child leaves our setting, we remove all paper documents from the child's personnel file, and place them in a plastic wallet with the child's name and date of birth on the front and the date they left. We then place it in an archive box and store it in a safe place (ie a locked cupboard) for seven years. After seven years it is destroyed.
- If data is kept electronically it is encrypted and stored as above.
- We store financial information in the same way, stored in archive boxes in a locked cupboard, for seven years.

Legal Framework

- **General Data Protection Regulations (2018)**
- **Human Rights Act (1998)**

Further Guidance

- **Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)**

This policy is fully supported by the Manager, Staff, Committee and parents/carers of Bowes Pre-School.

Signed:- ……………………………………………………. (Chairperson)

Print Name: …………………………………………….. Date: …………………………………

Signed:- ……………………………………………………. (Manager)

Print Name: ……………………………………………. Date: ………………………………….

Review date: ……………………………………………