

## Children's Records Policy

Our Children's Records Policy is designed to ensure that all information is stored or processed in accordance with the General Data Protection Regulations (GDPR) (2018) and the Human Rights Act (1998) keeping personal information about children, parents and carers and staff as secure as possible.

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

### 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 usually kept as part of our online system and can be accessed and contributed to by staff, the child and the child's parents.

#### *Personal records*

These may include the following:

- Personal details – including the child's registration form and any consent forms. The registration forms are regularly up dated during progress meeting by parents/carers and additional information added will be resigned by parents.
- 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.
- Contractual matters – including a copy of the signed parent contract, the child's days and times of attendance, a record of the child's fees, any fee reminders or records of disputes about fees.
- 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-bring with the parent.
- Early Support – including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an Individual Education 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, a Statement of Special Educational Need 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.

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.

These confidential records are stored in a lockable file or cabinet, which is always locked when not in use and which our manager keeps secure in an office or other suitably safe place.

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 manager, deputy or designated person for child protection, the child's key person, or other staff as authorised by our manager.

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 an 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 and 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. 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 setting; except records that relate to an accident or child protection matter, which are kept until a child reaches the age of 21 years or 24 years respectively. These are kept in a secure place.

Students on 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 respect it.

#### **Archiving children's files**

- When a child leaves our setting, 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 an archive box, stored in a safe place (i.e. a locked cabinet) for three years. After three years it is destroyed.
- If data is kept electronically it is encrypted and stored as above.
- Where there were s.47 child protection investigations, we mark the envelope with a star and archive it for 25 years.
- We store financial information according to our finance procedures.

#### **Transfer of records to school**

We recognise that children sometimes move to another early years setting before they go on to school, although many will leave our setting to enter a nursery or reception class.

We prepare children for these transitions and involve parents and the receiving setting or school in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage in our setting; in order to enable smooth transitions, we share appropriate information with the receiving setting or school at transfer.

Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Children Board.

- The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

#### **Procedures**

##### *Transfer of development records for a child moving to another early years setting or school*

- Using the Early Outcomes (DfE 2013) guidance and our assessment of children's development and learning, the key person will prepare a summary of achievements in the seven areas of learning and development.
- The record refers to:
  - Any additional language spoken by the child and his or her progress in both languages;
  - Any additional needs that have been identified or addressed by our setting;
  - Any special needs or disability, whether an EHH was raised in respect of special needs or disability, whether there is a Statement of Special Educational Needs.
- For transfer to school, our local authority provide a Tracking children's progress document for a transition record for the next setting to follow, as guidance for children's starting points.
- If there have been any welfare or protection concerns, we place a star on the front of the tracker document.

##### *Transfer of confidential information*

- The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in our setting and what was done about them.
- We will make a summary of the concerns to send to the receiving setting or school, along with the date of the last professional meeting or case conference.
- Anything to do either with an EHH referral 'below-the-threshold-of-abuse' can only be shared with the permission of parents
- Where there has been an s47 investigation regarding a child protection concern, we will pass the name and contact details of the EHH on to the receiving setting or school – regardless of the outcome of the investigation.
- We post (by secure method) or take the information to the school or setting, ensuring it is addressed to the setting or school's designated person for child protection and marked as 'confidential'.
- We do not pass any other documentation from the child's personal file to the receiving setting or school.

**Date: November 2020**

**Our Children's Records Policy will be reviewed annually.**