

Children's Records

Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, and the police, social services and Ofsted as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

EYFS statutory Guidance pg. 29

Our policy Keeping children's records is:
We believe that:

We have record keeping systems in place that meet legal requirements; the means we use to share information takes place within the framework of the Data Protection act and the Human Rights Act (1998)

Our procedure for keeping children's records is:

Developmental records

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- We use an online system named Family that can be easily accessed, and contributed to, by staff and the child's parents. Once set up by the manager it can only be accessed using the correct security information. Hard copies are kept in files in the office.

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, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as development concerns or child protection matters
- These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in a suitably safe place.
- Parents have access 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 of the Childs needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person
- Due to data protection we will only retain records relating to accidents or injuries after a child has left the setting, except records that relate to an safeguarding or child protection matter, which are kept until the child reaches the age of 21 years. These are kept in a secure place lockable cupboard inside the office which remains locked which is also locked on a night.
- All data/information stored online is password protected.

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 to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions, these records are kept for a minimum of 10 years or to the employees date of retirement whichever is the longer.
- Students on placement undertaking observations on children are required to work with the requirements of the confidentiality procedure