

Children's Records

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

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

EYFS key themes and commitments

The Themes and Principles describe the features of our practice on which the Early Years Foundation Stage is based. They emphasise that the child is of first importance and that all relationships, experiences and the environment together influence how the child will develop, plan and learn. http://www.foundationyears.org.uk/files/2011/10/EYFS_Principles1.pdf.

A Unique Child –1.2 Inclusive practice,

Positive Relationships 2.1 Respecting each other,

Enabling environments –3.1 Observation, assessment and planning

Procedures

If a child attends another setting, we establish a 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.

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 along with summary developmental reports.
- These are kept on password protected PC's and Tablet's that can be accessed, and contributed to, by our staff, the child and the child's parents.

Personal records

- Personal details – including the child's registration and admission forms and any consent forms and correspondence concerning the child or family.
- Contractual matters – 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 pre-school (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 Child in Care.
- 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 cabinet and are kept secure by the Admin Manager and Team Leader, in the office
- 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 Admin Manager, Team Leader or designated person for child protection, the child's key person, or other staff as authorised.
- 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 a 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 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. Our Staff induction process 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. These are kept in a secure place.

Archiving children's files

- When a child leaves our pre-school, we remove all paper documents from the child's personal file and place them in a folder, with date they left written on the front.
- We then place this in our lockable cupboard, where it will be stored safely for three years. After three years it is destroyed.
- Where there were s.47 child protection investigations, we will place these files in an envelope and mark the envelope with a star and archive it for 25 years.
- We store financial information according to our finance procedures.

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.
- Students when gaining recognised qualifications, training and observing in our setting, are advised of our Confidentiality Policy and Client Access to Records Policy and are required to respect it.

Legal Framework

Data Protection Act 1998

Human Rights Act 1998

Further guidance -

Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)