

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.

Record keeping

10.2 Children's records

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 General Data Protection Regulation (GDPR,2018) and the Human Rights Act (1998) .

This policy and procedure is taken in conjunction with the **Confidentiality and Clients Access to Records Policy(1.4)** and our procedures for information sharing.

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 developmental reports. These are now done on a secure online system called Tapestry. Which parents can access all of the time. Staff use tablets to load observations, images and videos. For more information about Tapestry please refer to our **Tapestry Policy 10.10** .

Personal records

- These include registration and admission forms, signed consent forms, and 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 developmental concerns or child protection matters.
- These confidential records are stored in a lockable cabinet and are kept secure by the setting manager.
- Parents have access, in accordance with our **Confidentiality and Client Access to Records policy(1.4)**, 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.

The retention of records we hold on children is outlined in our **Privacy notice**, See **Appendix to policies**.

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.
- When students are observing children in the setting, they are advised of our confidentiality policy and are required to respect it.

Legal Framework

- General Data Protection Regulation 2018
- Human Rights Act 1998

This policy was adopted at a meeting of Witchford Rackham Pre-school

Held on

Signed on behalf of the
Management Committee

Name of signatory

Role of signatory

Date to be reviewed
