

St Michael's Pre-school

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

5.1 Children's records

Policy Statement

There are 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) and the Human Rights Act (1998).

This policy and procedure is taken in conjunction with our Privacy Notice, the Confidentiality and Client Access to Records Policy and the Information Sharing policy.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.1 Observation, assessment and planning	

Procedures

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.

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 and summary developmental reports.
- These are usually kept on Tapestry, or in office files and can be freely accessed, and contributed to, by staff. The child and the child's parents are encouraged to add to these records.

Personal records

These may include the following (as applicable):

- Personal details – including the child's registration form and any consent forms.
- 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-being 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 SEN action 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, an Education, Health and Care Plan 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), letters and emails to and from other agencies and any confidential reports from other agencies.
- These confidential records are stored in the lockable cupboard in the office and are kept secure by the person in charge.
- Parents have access, in accordance with our Privacy Notice, 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.
- 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.

- 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.
- 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.
- 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.

Archiving children's files

- When a child leaves our setting, documents from the child's personal file are kept securely for three years. After three years it is destroyed.
- If data is kept electronically, it is encrypted.
- Where there were s.47 child protection investigations, we place all paper records in a marked envelope and archive it for 25 years in a safe place.

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 they are observing in the setting, are advised of our Privacy Notice, Confidentiality and Client Access to Records Policy and are required to respect it.


Legal Framework

- Human Rights Act 1998

- General Data Protection Regulations (GDPR) (2018)

Further guidance

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

This policy was adopted at a meeting of	St Michael's Pre-school
Held on	19/04/2021 (date)
Date to be reviewed	(date)
Signed on behalf of the management committee	
Name of signatory	Ellena Lloyd
Role of signatory (e.g. chair/owner)	Committee Chair