

Bow Lane Pre-school

The Safeguarding and Welfare Requirements: Information and Records

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Information about the child

10.3 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 Data Protection Regulation Act 2018 and the Human Rights Act.

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

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

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, settling in reports and summary developmental reports.
- These are kept in the playroom and can be freely accessed, and contributed to, by staff, the child and the child's parents. They are locked away when the pre-school closes.

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 manager in the pre-schools cupboard.
- 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. Staff induction 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. These are kept in a secure place.

Other records

We consider our records as confidential based on the sensitivity of information, such as with employment records. These confidential records are maintained with regard to the framework of the General Data Protection Regulations (2018), further details are given in our Privacy Notice and the Human Rights Act (1998).

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

Legal Framework

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act 1998

This policy was adopted at a meeting of	<u>Bow Lane Pre-school</u>
Held on	<u>6th September 2019</u>
Date to be reviewed	<u>6th September 2020</u>
Signed on behalf of Bow Lane Pre-school	
Name of signatory	<u>Gaye Hooker</u>
Role of signatory	<u>Owner</u>