Record keeping

Children's records (Information and 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 Regulations 2018 and the Human Rights Act 1998.

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

Procedures

We keep two kinds of records on children attending our setting:

1. *Developmental records, known as learning journeys*

These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.

We use the online learning journey system 'Tapestry'. We have written consent for each child to have a Tapestry account and further consent from each parent to have a login to access their child's tapestry account, along with a parental/pre-school agreement to outline the terms of use, particularly with regards to Safeguarding.

2. *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/carers, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.

We ask parents/carers to notify us of any change to information held in records so we can keep our data up to date in line with requirements from the General Data Protection Regulations 2018. Any changes are amended promptly.

We ask parents/carers to resubmit the contact forms on an annual basis to ensure we can keep our data up to date in line with requirements from the General Data Protection Regulations 2018.

These confidential records are stored in a lockable file or cabinet and are kept secure by the

manager in the office or other suitably safe place.
Parents/carers 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/carers 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
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 Pre-school Learning Alliance or other 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 2018
Human Rights Act 1998

Further guidance

Information Sharing: Practitioners' Guide