



## Children's records

At Stretton Pre-School we have record keeping systems in place that meet legal requirements; this means we store and share information within the framework of the Data Protection Act (1998) and the Human Rights Act (1998).

This policy and procedure should be read alongside our Confidentiality and Client Access to Records Policy and Information Sharing Policy.

### Procedures

If a child attends another setting, we aim to 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 and photos ( these are kept on our Footsteps system and can be shared with parents and other settings via email and parent log on)
- Summaries of development, All About Me sheets and best fit judgements, interest sheets, trackers, ECAT and planning in paper form (kept in the child's personal file in the filing cabinet in the office - contributed to by staff, the child, parents and carers and other agencies)

#### *Personal records*

These may include the following:

- Personal details - including the child's registration form and any consent forms and letters.
- 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 wellbeing - records of every day matters such as health and wellbeing that has been discussed with the parents (SENDCo), early support including additional focussed intervention provided by the setting and records of meetings held.
- Welfare and child protection concerns - including records of all welfare and child protection concerns, and our resulting actions, meetings and telephone conversations about the child, a Statement of Special Educational Need 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), all letters and emails to and from other agencies and any confidential reports from other agencies.
- Confidential records are stored in a locked filing cabinet within the office - the site supervisor has access to all filing cabinets and hold keys. The filing cabinets are always locked unless in use.
- 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 the Site Supervisors, named deputies and Designated Persons and the child's key person)
- 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/carers have the right to request 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. We need a minimum of 15 days notice in writing to make such a request.
- 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.

### *Archiving children's files*

- When a child leaves our setting, we remove all paper documents from the child's personal file and place them in a robust envelope, with the child's name and date of birth on the front and the date they left.
- We seal this and place it in an archive box, stored in a safe place for three years. After three years it is destroyed.
- Where there were s.47 child protection investigations, we 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.
- Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.

This policy was adopted by

Stretton Pre-School

On

6 October 2016

Date to be reviewed

Annually

Signed on behalf of the provider

Name of signatory

Sarah Morris

Role of signatory

Chair person