

## **General 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.

### **10.6 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 Act (1998) and the Human Rights Act (1998).

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

#### **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, video clips and samples of their work and summary developmental reports.
- These are contributed to by staff and the child on a regular basis. Parents are able to add to their child's learning journey at any time, should they wish to do so. Artwork, summary developmental reports and some photographs are kept in their learning journey folder which can be shared with parents on request. All photographs and video clips, linked to their developmental stages are on a computer programme, Target Tracker, which staff are constantly updating. This is how they monitor their developmental needs. A slide show of each child can be shown to parents on their request. The learning journey folders are kept in locked cupboards in the front office, Target Tracker is a computer programme and the computers are password protected.

##### *Personal records*

These may include the following:

- Personal - registration and admission forms, signed consent forms, and correspondence concerning the child or family.
- 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, 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.
- These confidential records are stored in a lockable file or cabinet and are kept secure by the Manager/Deputy in the office.
- 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 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 Manager, deputy or designated person for child protection, the child's key person, or other staff as authorised by the Manager/Deputy.
- 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 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 relating to the child.
- These are all placed in an archive box and stored in a safe place (i.e. a locked cabinet) for three years. After three years it is destroyed.
- Any paperwork relating to a child concerning child protection investigations is archived 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.
- 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 and Client Access to Records Policy and are required to respect it.

### **Legal framework**

- Data Protection Act 1998
- Human Rights Act 1998

### **Further guidance**

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

**\*This policy is approved by the Committee and reviewed annually\***