

# Poplar Pre-School

## 7.1 Children's records

### Policy statement

We have 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 should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and our Information Sharing Policy.

### Procedures

If a child attends another setting, we share information as required (with the parent's permission).

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

#### *Learning Journey – through Tapestry*

- These include observations of children in the setting, photographs, videos and samples of their work and summary developmental reports.
- These can be freely accessed, and contributed to, by staff, the child and the child's parents.

#### *Personal records*

These may include the following (as applicable):

- Personal details – including the child's General Information form and any consent forms.
- Contractual matters – including the child's days and times of attendance, a record of the child's fees, any fee reminders or records of disputes about fees.
- Early Support – including any additional focussed intervention provided by [our/my] setting (e.g. support for behaviour, language or development that needs an SEN action plan) and records of any meetings held.

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- 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), 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, which is always locked when not in use and which is kept secure in an office.
- 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.
- 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 have access, in accordance with our Privacy Notice, Confidentiality and 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.
- 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.

### *Archiving children's files*

- 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.
- We store financial information relating to your child in accordance with legal guidelines of current year plus 6 years

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### *Other records*

- We keep a register of the names of the children we are caring for, their hours of attendance and the names of their key person.
- Students on Early Years 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.

### **Legal framework**

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

This policy was adopted at a meeting of Poplar Pre-School (CIO)

Held on 16<sup>th</sup> May 2023

Date to be reviewed 16<sup>th</sup> May 2024

Signed on behalf of the provider

Name of signatory Teresa Hatfull

Role of signatory Trustee