

Children's Records Policy

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 and the Human Rights Act. 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 make every effort 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 Pre-school:

Developmental records - These include photographs and samples of their work as well as other things the children would like in their special files. These are usually kept in the children's file and can be freely accessed, and contributed to, by staff, the child and the child's parents.

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.

-Observations of children in the Preschool and summary developmental reports on their progress will also be kept, most of this information is stored on an online database (Tapestry) and is only accessible to the parents and guardians of the child and the staff at the Preschool.

-These confidential records are stored in a lockable cupboard or for online files, are password protected and are kept secure by the Preschool Manager.

-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.

Record Retention - Children's records will be retained for a reasonable period of time after the child has left our Pre-school. Standard Retention Periods are, in respect of

- Attendance registers, accident record books, parental permission forms, contractual documents, 2 Year progress checks, local authority data for funded places, letters, emails to and from agencies and confidential reports from other agencies. Children's daily diaries - **SIX YEARS** after the child has left the setting.
- Children's medication records – **DOB plus 22 YEARS**
- Records relating to Welfare and Safeguarding, including a child seriously injured, child on regular medication, child with severe allergies, child has a serious illness – **Until child reaches 25 YEARS OLD** (or 75 YEARS for looked after children)
- Children having CIN plan or CPP referrals made – **Until child reaches 25 YEARS OLD.**
- Child abuse or neglect concerns, resulting in early help support service referral made – **SIX YEARS from referral date** (or 75 years for looked after children)
- Other records which may contain personal information of children, parents or carers (photographs, texts, emails, apps, social media posts – **keep permission forms for 21 years and 6 months.**
- Records of reportable death, injury, disease, dangerous occurrence accident / incident records and risk assessments specific to a child – **Until child reach 25 years old.**
- Special Educational Needs files, Education Health and Care Plans and Support Plans – **until child reaches 25 years old.**
- Record of parents' meetings – **6 years.**
- Pupil Premium Fund records – **6 years.**

All records, whether they be for current / active children or in respect of archived records will be kept in a secure place.

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.

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 archive for the Standard Retention Periods recommended. Any documents that are required to be kept for 25 years will be marked as such. Child in Need and Child Protection Plan records will be marked with a "**STAR 25**". It is vital that these records are not destroyed early.

-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 are advised of our confidentiality policy and are required to respect it, when they are observing in the Preschool.

Legal Framework Data Protection Act 1998, Human Rights Act 1998

Further guidance Information Sharing: Staff' Guide (DCSF 2008)

This policy was adopted at a meeting of Pickering Pre-School Playgroup held on 31st August 2023.

Date to be reviewed – Before end of August 2024.

Signed on behalf of the management committee

Name of signatory – Richard Allenby (Chairperson).