



### **10.3 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 Regulation (2018) and the Human Rights Act (1998).*

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

#### **Procedures**

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

##### *Developmental records*

- These include observations of children in the setting, photographs, video clips, summary developmental reports as well as photos and samples of their work that can be used as a part of displays in the nursery.

##### *Personal records*

- These include registration and admission forms (including parents telephone numbers, collection passwords, emergency contact details, as well as parents' emails; those will be used for contacting in case of emergency as well as for sending nursery newsletters, statements of charges, information about nursery events and nursery updates.
- Signed consent forms, child's GP details, correspondence concerning the child or family, child's health and medical details including any allergies, child's daily routine, information regarding funding, reports or minutes from meetings concerning the child from other agencies, an on-going 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 but also information that may include racial or ethnic origin, religious or other beliefs.

These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.

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 teacher.

Accident reports must be kept until the child is 21 years and 3 months (this is serious accidents reportable to OFSTED, e.g. head injuries, scalds and broken limbs, not your everyday trip and falls, lumps and bumps). Every accident record will be kept with the child's other records for the general 7 years' timeframe.

Safeguarding Records & Cause for Concern forms must be kept until the child/young person is 25 years old.



#### 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 teacher.

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Assessors of students, apprentices and other staff members who are undertaking recognised qualifications and training, when 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 Regulation (2018)

Human Rights Act (1998)

#### **Further guidance**

Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

**This policy will be reviewed annually**

**This policy was adopted by Soraia Almeida on March 2024**

**Next review on March 2025**