



## **17. Record Keeping Policy**

### **Children's Records**

#### **Aims of Policy**

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 policies 'Safeguarding of Children - Confidentiality and Parent Access to Records' (Policy 22) and our 'Safeguarding Children Policy - Information Sharing' (Policy 23).

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

#### **Developmental records**

- These include observations of children in the setting, photographs and samples of their work and summary developmental reports.
- These are usually kept in the office and can be contributed to by staff, the child and the child's parents, or are kept electronically using Tapestry software.

#### **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.
- These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in the Office.
- Parents have access, in accordance with our 'Safeguarding Children Policy – Confidentiality and Parent Access to Records' policy (Policy 22), 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 retain children's records for three years after they have left the setting. These are kept in a secure place.

#### **Other records**

- 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 'Safeguarding Children Policy - Confidentiality and Parent Access to Records' policy (Policy 22) and are required to respect it.

### Legal Framework

- Data Protection Act 1998
- Human Rights Act 1998

### Further guidance

- Information Sharing: Practitioners' Guide (DfES 2006)

As with all the policies for Seer Green Pre-School, the Operational Plan should be referred to for the specific details of day to day operations of the Pre-School. In addition, any issues which arise in the course of a child's time with the Pre-School and that are related to a child's health and wellbeing, parent's or staff's concern, or the overall care and safety of our children, staff, parents and equipment will be dealt with in a professional and confidential manner in order to arrive at an appropriate outcome.

This policy was adopted on (date) \_\_\_\_\_

Signed on behalf of Seer Green Pre-School (Committee Chairperson) \_\_\_\_\_

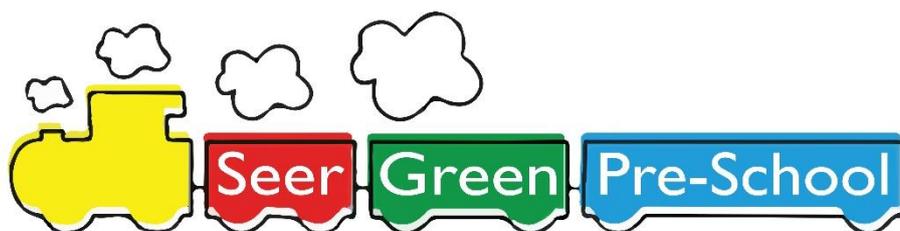
This policy was reviewed as indicated below:

Date reviewed:	Reviewed by:

### UNCRC related article:

#### Number 28

Children must not be separated from their parents unless it is in their best interests (for example, if a parent is hurting a child). Children whose parents have separated have the right to stay in contact with both parents, unless this might hurt the child.



# **Record Keeping Policy – Children’s Records**

## **Appendix**

### **Children’s Developmental Records (“Learning Journeys”)**

- Children’s developmental records will remain confidential at all times and will only be accessible to the Pre-School Leader, key people (staff with “key person” responsibility) and the child’s parents.
- All staff have signed the Pre-School’s Code of Conduct, which incorporates a confidentiality agreement.
- The Pre-School will adhere to the Data Protection Act 1998, Freedom of Information Act 2000 and Information Sharing regulations.
- Staff must understand that children’s developmental records need to be readily available and easily accessible for parents, as well as Ofsted inspections.
- Where staff remove records for updating off the premises, the following procedures will be followed:
  - Staff will ensure all records are signed in and out, on list in office so that records can easily be located.
  - If staff take a holiday during term time, they will ensure all records are returned to Pre-School prior to their absence.
  - Staff will follow all the procedures, as per the attached Risk Assessment.
  - Staff will expedite the prompt return of records in the event of parental requests or Ofsted inspections.

Children’s developmental records, which are stored on Tapestry, will be protected by the following measures:

- Passwords will only be known by the Key Person.
- Passwords will be changed every 3 months by the Key Person/Pre-School Leader.
- No electronic devices will be taken off-site.
- Access to Tapestry off-site is only via key people.
- Personal devices must be logged out of after use.
- Tapestry contents will only be shared with Seer Green Pre-School employees.
- Parents must sign a consent to say no photos of the children will be shared or published to others.



# **Record Keeping Policy – Children’s Records**

## **Appendix**

I confirm that I have read and understood the Appendix to the 'Record Keeping – Children’s Records’ Policy and agree to follow all the procedures contained therein, for the duration of my employment at Seer Green Pre-School.

<b>Print Name</b>	<b>Signed</b>	<b>Date</b>