

## **18. Record Keeping Policy**

### **Children's Records**

#### **Aims of Policy**

There are record keeping systems in place that meet legal requirements. Storing and sharing that information takes place within the framework of the General Data Protection Regulation (GDPR) (2016), the Data Protection Act (2018) 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 25) and our 'Safeguarding Children Policy - Information Sharing' (Policy 26).

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

#### **Developmental records**

- These include observations of children in the setting, photographs, videos and samples of their work and summative developmental reports.
- These 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; or
  - kept electronically (such as learning journeys and registers), on a secure cloud location, with password protected access only given to those who require it; or
  - both (such as emergency contact information).
- Parents have access, in accordance with our 'Safeguarding Children Policy – Confidentiality and Parent Access to Records' policy (Policy 25), 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 in line with regulatory requirements after they have left the setting. These are kept in a secure place.

For further information on data storage and privacy of data, please refer to the 'Record Keeping Policy - Data Protection' policy (Policy 19) and the 'Record Keeping Policy – Privacy' policy (Policy 20).

## 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 25) and are required to respect it.

## Legal Framework

- General Data Protection Regulation (GDPR) (2016), and the Data Protection Act (2018)
- Human Rights Act 1998

## Further guidance

- Information Sharing: Practitioners' Guide (2015)

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:

*2009 created*

*2011, 2012, 2013, 2014, 2015, 2016 reviewed and updated as required*

*July-Nov 2017 reviewed and updated*

*June-July 2018 reviewed and updated*

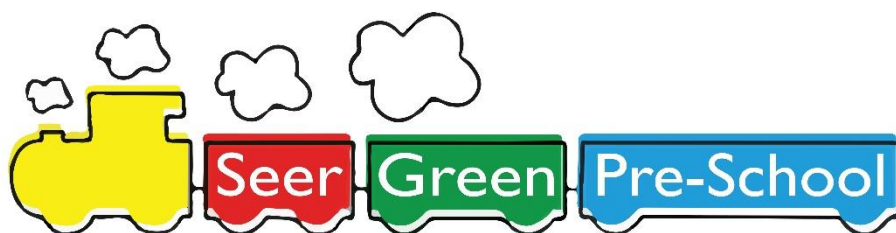
*May 2019 reviewed and updated*

*June 2020 reviewed and updated*

## 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 are stored on Tapestry.
- Children’s developmental records will remain confidential at all times and will only be accessible to the Pre-School Manager, key people (staff with “key person” responsibility) and the child’s parents.
- Developmental records will be protected in accordance with our Data Protection and Privacy Policies (Policies 19 and 20), and will also be protected by the following measures:
  - Passwords will only be known by the Key Person.
  - Passwords will be changed every term by the Key Person/Pre-School Manager.
  - Electronic devices taken off-site must be signed out and in with a clear purpose for doing so. The device should not be left unsupervised and should only be taken off-site for the minimum amount of time possible.
  - 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.
- All staff have signed the Pre-School’s Code of Conduct, which incorporates a confidentiality agreement.
- The Pre-School will adhere to the General Data Protection Regulation (GDPR) (2016), the Data Protection Act (2018), the Freedom of Information Act 2000 and the Information Sharing regulations.
- Staff must understand that children’s progress trackers need to be readily available and easily accessible for Ofsted inspections.
- Where staff remove progress trackers for updating off the premises, the following procedures will be followed:
  - Staff will ensure all trackers are signed in and out, on list in the office so that records can easily be located.
  - If staff take a holiday during term time, they will ensure all trackers are returned to Pre-School prior to their absence.
  - Staff will follow all the procedures required to ensure safety and privacy of the data.
  - Staff will expedite the prompt return of trackers in the event of an Ofsted inspection.