



Starlings Preschool Children's Records

Policy Statement

Starlings Pre-school 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 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 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 each room and can be accessed, and contributed to, by staff, the child and the child's parents.

Personal records

These may include the following:

- Personal details – including the child's registration form and any consent forms
- Contractual matters – including a copy of the signed parent contract, the child's days and times of attendance, a record of the child's fees, any fee reminders or records of disputes about fees.
- Child's development, health and well-being – including a summary only of the child's EYFS profile report, a record of discussions about every day matters about the child's development health and well-being with the parent
- Early support – including any additional focussed intervention provided by our setting (eg support for behaviour, language or development that needs an SEN action plan) and records of any meetings held.
- Welfare and child protection concerns – including records of all welfare and protection concerns, and our resulting action, meetings and telephone conversations about the child, and EHCP and any information regarding a Looked after Child.
- Correspondence and reports – including a copy of the child's 2 year progress check, 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, which is locked and when not in use our

manager keeps secure in a lockable filing cabinet and kept secure.

- We read any correspondence in relation to a child, not 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, the being the manager, or designated person for child protections, the child's key person or other staff as authorised by myself.
- 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.
- I 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 includes an awareness of the importance of confidentiality in the role of the key person.
- We retain children's personnel records for **three years** after they have left the setting; except for records that relate to an accident or child protection matter. **Once the child has left our setting and there has been a child protection matter, there may be a period of "double holding" where both Starlings Preschool and the school they have transferred too have a copy of the child protection/ safeguarding correspondence. Original documentation will be passed over to the school with a receipt gained as proof of documentation transfer. We (Starlings Preschool) then will keep the copy the copy of child protection correspondence for a period of one year (until the end of foundation stage YR) then the correspondence will be destroyed securely, we will hold only the receipt gained as proof as transfer of any safeguarding issues.**

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 a yellow folder, with the child's name and date of birth on the front and the date they left. We place it in an archive box stored in a safe place (i.e. locked room) for **three** years. After three years it is destroyed
- If data is kept electronically it is encrypted and stored as above
- Where there has been child protection investigations, **original documentation will be passed over to the school with a receipt gained as proof of documentation transfer. We (Starlings Preschool) then will keep the copy of child protection correspondence for a period of one year (until the end of foundation stage YR) then the correspondence will be destroyed securely, we will hold only the receipt gained as proof as transfer of any safeguarding issues.**
- We store financial information according to our finance procedures

Other records

- We keep a daily register of the names of the children we are caring for, their hours of attendance and the names of their key person
- Students on preschool learning 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

Further guidance

- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)

This policy was adopted at a meeting of Starlings Pre-school (name of provider)
Held on _____ (date)
Date to be reviewed _____ (date)
Signed on behalf of the provider _____
Name of signatory _____
Role of signatory (e.g. chair, director or owner) _____

REVIEWED/UPDATED 20TH FEBRUARY 2020 10-6 POLICY REF