

# King Square Community Nursery

## Children's records

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 Regulations (GDPR) (2018) and the Human Rights Act (1998).

This policy and procedure should be read alongside our, Privacy, 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, video clips and samples of their work and summary developmental reports. We use an online learning software called Tapestry. Parents download the app on admission and this is used by key person to track and observe their key children. When the child leaves the setting this information is downloaded on a USB and stored in date order. Parents can bring in their own USB stick and all the child's information is transferred and the record removed from the software.

#### *Leavers report*

- When a child moves on to reception or another nursery setting a Leavers report is produced, this is given to the parent and then forwarded to the new setting once the child has started.

#### *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.

- Early Support - including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an Individual Education 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, a Statement of Special Educational Need and any information regarding a Looked After Child.
- Correspondence and Reports - including a copy of the child's 2 Year Old Progress, 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 or cabinet, which is always locked when not in use and which our manager keep's secure in the office.
- We read any correspondence in relation to a child, note 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, this being our Senior Management team, the child's key person, or other staff as authorised by our manager.
- 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 Policy, to the files and records of their own children, but do not have access to information about any other child.
- Our staff 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 programme 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; except records that relate to an accident or child protection matter, which are kept until a child reaches the age of 21 years or 24 years respectively. These are kept in a secure place.

#### *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 robust envelope or scan them to an electronic file with the child's name and date of birth on the front and the date they left.
- If records include early support, SEN and child protection issues, a copy will be emailed to the next setting with the child's leavers report.
- If data is kept electronically it is encrypted and stored as above.

- We seal this and place it in an archive box, stored in a safe place (i.e. a locked cabinet) for three years. After three years it is destroyed.
- Where there were s.47 child protection investigations, we file them in a separate box and archive it for 25 years.
- 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. These are scanned termly and filed using the term date.

**Legal framework**

- GDPR (2018)
- Human Rights Act (1998)

• **Further guidance**

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

This policy was adopted by

King Square Community Nursery

On

18 February 2022

Date to be reviewed

18 February 2023

Signed on behalf of the provider

Name of signatory

Jackie Morgan

Lisa Bassett

Role of signatory

Manager

Chair