

Children’s records policy:

**Our Aim:**

To ensure all children’s records are kept/stored in the correct way that is in line with legal requirements framework of the General Data Protection Regulations (GDPR) 2018 and that all information is stored and shared in accordance with this framework. We aim to provide Parents/carers of children at Fowlmere Playgroup with a privacy notice upon enrolling at the setting so they are able to understand the way’s their child’s records are kept and used. For children who attend other early year settings it is a legal requirement for us to 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.

**Children’s records:**

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

**Developmental records**

* These include observations of children in the setting, photographs, samples of their work and summary developmental reports including the mandatory 24-36 Month Progress check.
* These are usually kept in the child’s key workers lockable box and can be accessed, and contributed to, by the key worker, the child and the child’s parents.

**Personal records**

* Personal details – including the child’s registration form and any consent forms**.**
* Contractual matters – including a copy of the signed parent contract regarding payments of fees/invoicing, notice to leave the setting and attendance policy.
* Child’s development, health and well-being – including a summary only of the child’s EYFS profile report, a record of discussions/meetings with parents when sharing progress reports or developmental concerns etc.…
* Early Support – including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an SEN action plan, individual learning plan or Education, Health and care plans) and records of any meetings held at Team around the family meetings with other professionals/services involved.
* Welfare and child protection concerns – including records of all welfare and protection concerns, and our resulting action, meetings and telephone conversations about the child, an Education, Health and Care Plan and any information regarding a Looked After Child.
* Correspondence and Reports – including a copy of the child’s 24-36 Month progress check (as applicable), 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 keeps secure in an office or other suitably safe place.**

**Procedures:**

* We ensure that access to children’s files is restricted to only those authorised to see them and make entries in them, this being [our manager, deputy or designated person for child protection, 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, 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.
* Our staff induction programme includes an awareness of the importance of confidentiality in the role of the key person.
* We store financial information according to our finance procedures (6 years due to being a charity).
* 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.

**Staff’s responsibilities:**

* We read any correspondence in relation to a child, note any actions and file it immediately
* 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 (locked filing cabinet). The manager will ensure that these are appropriately destroyed in line with legal guidelines for data protection.
* If any data is kept electronically it is encrypted and then destroyed in lines with legal guidelines.
* Where there were s.47 child protection investigations, we mark the envelope/file with a star and archive it for 25 years.

**Parent’s/carers responsibilities:**

* Ensuring that all information provided regarding their child is accurate at point of registration and is kept up to date; providing staff with any changes to emergency contacts, address etc.…
* Have read and understood Fowlmere Playgroup’s privacy notice regarding the way information is stored and why it is collected
* To inform us at point of registration if your child attends another early year provider and details of their key person so information surrounding progress and development can be shared between us.

**This policy was adopted by** Fowlmere Playgroup

**On** June 2019

**Signed on behalf of the provider**

**Name of signatory** K. Holwell

**Role of signatory (e.g. chair, director or owner)** Chairperson

**Reviewed ……July 2020…………………………… …………Jasmine Redrup………**

 ……July 2021……………………………. …………Jasmine Redrup……….

 ……Feb 2022…………………………… …………Verity Smith……………..

 ……Jan 2023 – no changes…………. …………Verity Smith……………

 ……..Jan 2024 – no changes………. …………Verity Smith……………