



Milverton Community Primary and Pre-School

Children's Records

Policy written: September 2022

Review date: July 2023

Policy Statement

At Milverton Pre-School, we have record keeping systems in place that meet legal requirements; the means we use, 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 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 Milverton Pre-School:

Developmental records

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are usually kept in the office and can be accessed, and contributed to, by our staff, the child and the child's parents.

Personal records

These may include the following (as applicable):

- Personal details - including the child's registration form and any consent forms.

- Contractual matters - including a copy of the signed parent contract, in the fees and finance policy.
- Early Support - including any additional focussed intervention provided by our setting (e.g. support for personal and social development, language development or any other area of need where a support plan is required) and records of any meetings held.
- Welfare and child protection concerns - including records of all welfare and child 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 or Previous Looked After Child.
- Correspondence and Reports - including a copy of the child's 2 Year Old 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 on our secure electronic systems and in a

lockable filing cabinet, which is always locked when not in use and which the headteacher / lead practitioner keeps 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 lead practitioner and designated person for child protection, the child's key person, or other staff as authorised by our lead practitioner.
- 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 dealing with funding audits, 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 Records 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 personal data for three years after they have left the setting; except records that relate to an, 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 personal documents from the child's personal file, and those that are not handed to their new setting are placed in a robust envelope, with the other children from the cohort and date they left. We seal this and place it in an archive box, stored in a safe place for three years. After three years, it is shredded.
- If data is stored electronically, it is kept with restricted access for the same period as above.
- Where there were child protection investigations, the files are handed to the child's new setting and a signature is obtained for the safe receipt of them. If the new setting is unknown, we retain the child's files 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.

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)