

## 5.1 Children's records

### Policy Statement

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act 2018 and the Human Rights Act. We take privacy of information seriously. Personal information will not be shared with any third parties other than as required by Statutory obligation by either Ofsted the Early Years Foundation Stage, or for auditing purposes of Surrey County Council.

This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

### Procedures

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. We currently use the Tapestry online reporting system for all our observations and assessments.
- These are accessed on Tapestry's secure online site and can be accessed, and contributed to, by staff and the child's parents. During nursery hours i-pads are only accessible by staff and are stored locked in the office when the nursery is not in session. On occasion staff take nursery i-pads (password protected) home to work on their assessments. Staff ensure that the records are kept confidential and that other

persons in the household do not have access to them. Senior management have systems in place to spot check i-pads ensuring that children are safeguarded at all times.

#### *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 records are stored in the office which is locked when the nursery is not in session.
- Parents are allowed access 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 safeguarding or 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 personal records for seven years after they have left the setting. These are kept in a secure place.
- Our accident documentation is kept for 21 years.

#### *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 Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

- Legal Framework
- Data Protection Act 1998
- Human Rights Act 1998

<u>Adopted by:</u>	<u>Signature:</u>	<u>Date:</u>	<u>Position:</u>
<i>H Budd</i>		<i>05/04/18</i>	<i>manager</i>
<i>Policy Review Date: August 2019</i>			