

## **General Welfare Requirement: Documentation**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met

## **Record keeping: 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 General Data Protection Regulations (2018) and the Human Rights Act (1998).

This policy and procedure should be read in conjunction with our Privacy Notice, Confidentiality Policy and our procedures for information sharing.

### **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:

#### *1. 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 playroom, in the coloured key person folders, and can be freely accessed, and contributed to, by staff, the child and the child's parents.

#### *2. 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 on-going 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 confidential records are stored in a lockable cabinet, which is always locked when not in use, and which is kept secure by the manager in the office.
- We read any correspondence in relation to a child, note any actions and file it immediately

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- We ensure that access to children's files is restricted to 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 policy, 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 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 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, with the child's name and date of birth on the front and the date they left.
- 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 mark the envelope in a red folder, and archive it for 25 years.
- We store financial information according to our finance procedures
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### **Photograph and Film Images**

- Nursery uses ipads for photography at Nursery with photographs being kept in secure cloud storage. When a child leaves Nursery ALL images of that child are deleted and each academic year of photographs and film are permanently deleted ahead of starting a new academic year. Child photographs and film may be transferred to FAMLY for observations and assessments and remain within a child's individual record on FAMLY which is only accessible by the family and the people they have authorised to access FAMLY.

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- Images and film that has been taken for publicity or training purposes will only be kept for the usage agreed by the parents. This may include photographs taken for the website for example where express permission has been granted by the child's parents/guardian.

### 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.
- 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

- General Data Protection Regulation (GDPR) (2018)
- Human Rights Act 1998

### Further guidance

- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HMG 2015) Guidance for Practitioners and Managers DCSF 2008 )

This policy was adopted at a meeting of

Lake Street Nursery

Held on

October 2018

Date to be reviewed

November 2019

Reviewed and updated April 2026  
with advice from I.T. by Catherine  
Morey, Manager and Trustee

Signed on behalf of the management  
committee

Name of signatory

Dan Selinger

Role of signatory (e.g. chair/owner)

Chair