

St Matthew's Pre-School

7.3 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 (GDPR) and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

Procedures

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

Records of Progress.

- These include observations of children in the setting, photographs and samples of their work and summary developmental reports.
- These are kept in the setting toy cupboard and can be accessed by staff to share with parents and the child and are contributed to by staff, the child and the child's parents.
- Staff are permitted to take the developmental records home but should try to ensure that the records are in the setting when the child is in the setting and always available when a meeting is planned involving the child either with parents or other professionals.
- Staff will ensure that no confidential information such as addresses/contact details/SENCO reports etc are stored in the development records.
- Progress records become the property of parents when children leave the setting.

Personal records

- These include registration and admission forms, signed consent forms, and correspondence concerning the child or family.
- Separate files are kept regarding special educational needs and child protection.
- These confidential records are stored in a lockable cupboard.
- Parents have access, in accordance with our 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.
- Personal records are destroyed confidentially when the child leaves the setting.
- Staff will not discuss confidential 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.

- SEND documents and Safeguarding documents are stored separately. These are passed to the child's new setting when the child leaves if this is appropriate or possible. Unless the child is subject to a child protection plan all documents will be destroyed when the child leaves the setting. Should the child be subject to a child protection plan and it is not possible to pass their notes to a new setting they will be sealed and kept until the child's 26th birthday.

This policy was adopted at a meeting of

St Matthew's Preschool

Held on

_____ (date)

Date to be reviewed

_____ (date)

Signed on behalf of the management committee

Name of signatory

Role of signatory