

10.7 Children's Records

Policy statement

At Filton Park Pre-School Playgroup we have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the EU General Data Protection Regulation (GDPR) (2018) and the Human Rights Act (1998).

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

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
- these are usually kept in the office and can be accessed and contributed to by staff, the child and the child's parents.

Personal records

- these include registration and admission forms, signed consent forms, 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 confidential records are stored in a lockable cabinet/cupboard and are kept secure
- 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
- staff will discuss personal information given by parents with other members of staff on a 'need to know' basis. Staff induction includes an awareness of the importance of confidentiality in the role of the key person

Other records

- we keep a daily record of the names of the children we are caring for, their hours of attendance and the name of their key person

- issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions
- students and volunteers are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.

Legal framework

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

Further guidance

- Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

This policy was adopted at a meeting of	Filton Park Preschool Playgroup	<i>(name of provider)</i>
Held on		<i>(date)</i>
Date to be reviewed	Nov/Dec 2020	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Adrian Reed	
Role of signatory (e.g. chair, director or owner)	Chair	