

Children's Records

Policy Statement

We have record keeping systems in place that meet legal requirements; this means we use to store and share that information takes place within the framework of the General Data Protection Regulation (GDPR) (2018) and the Human Rights Act (1998).

Procedures

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

Developmental records

- * These include photographs, observations, developmental reports, these are all stored and shared with parents via the Family app.
- * Family can be accessed by authorised practitioners and by parents all whom have unique login details.

Personal Records

- * These include registration and admissions forms, signed consent forms, correspondence concerning the child or family, reports or minutes from meetings concerning the child on any confidential matter.
- * These are stored in a locked draw in the filing cabinet which management only have access too.
- * Parents can request to see their child's information we hold at the setting at any time.
- * Staff will not discuss personal information given by parents with other members of the staffing team – any information is shared on a need to know basis.
- * Children's records are retained for three years after they have left the setting except for accident forms that are retained until the child reaches the age of 21 years and 2 months.
- * Safeguarding documents are forwarded onto their next setting to ensure that records stay with the child.

This policy was adopted by
Position within the Pre-School

Katy Platt
Manager & nominated individual