

Pound Hill Pre-School Policy and Procedures

10.3 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 observations of children in the setting, photographs and samples of their work and summary developmental reports.
- These are kept in the children's individual trays and online using the external online system operate by 'Tapestry'. In the preschool their journals freely accessed, and contributed to by staff, the child and their parents'
- Online Journals can be accessed by authorised practitioners and by parents, all of whom are required to have unique passwords to access the journals.

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 on any confidential matter involving the child, such as developmental concerns or child protection matters.
- These confidential records are stored in a lockable cabinet.
- Parents have access to their files and records of their own children but do not have access to information on 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.

- Children’s records are retained for **three** years after they have left the setting except accident or child protection records that are maintained for **twenty one** years

Record keeping

See attached retention document

This policy was adopted by K Platt.....

Role of Signatory Manager.....

DateJuly 2021.....

Date to be reviewed01/09/2022.....

Documents Retention List

| Documents Retention List | | | |
|---|--|--------------------------------------|--------------------------------------|
| <u>Children Documentation</u> | <u>Storage Method</u> | <u>Retention period</u> | <u>Disposal Method</u> |
| Registration forms | Files : Waiting list / A-Z children's details files | Non- starters – not retained | Shredded |
| | | Starters – 3 years after child left | |
| Welcome pack – Children's details | Filing cabinet / Green container | 3 years – after child left | Shredded |
| Termly Session Invoices | Laptop | 5 years | Deleted from computer |
| Email addresses | Laptop | Deleted once child left | Deleted from computer |
| Tapestry details | Tapestry site | Deleted once child left | Deleted from computer |
| Learning Journals + Assessment reports | Children's individual trays | Given to children on leaving setting | Given to children on leaving setting |
| Special Educational Needs documentation | SEN file and laptop – filing cabinet / green container | 3 years after child left | Shredded / deleted from computer |
| Care Plans | Displayed on back of hall cupboard door | Destroyed once child left | shredded |
| Individual Development Plan | SEN file and laptop – filing cabinet / green container | 3 years after child left | Shredded / deleted from computer |
| Child Protection documentation | Filing cabinet | 5 years | shredded |
| Safeguarding Referrals | Filing cabinet | 5 years | shredded |
| Incident forms – (completed books) | Green container | 21 years after child left | shredded |
| Medicine forms - (completed books) | Green container | 21 years after child left | shredded |
| Allergy lists | Kitchen cupboard | Destroyed once child left | shredded |
| Photograph - Tablets | tablets | 1 month | Deleted from tablet |
| Permission forms for trips / shows | Only stored until trip show event | | shredded |
| Registers and signing in sheets | Filing cabinet / green container | 3 years | shredded |
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| <u>General Pre School Documentation</u> | | | |
|--|----------------------------------|--------------------------------|-------------------------------|
| | <u>Storage Method</u> | <u>Retention period</u> | <u>Disposal Method</u> |
| Insurance forms | Business certificate file | 5 years | shredded |
| Complaints | Complaints file | 3 years after child left | shredded |
| Accident forms (completed books) | Green container | 21 years after child left | shredded |
| Website | Weebly website | Continually updated | |
| Social Media | n/a | n/a | n/a |
| Policies | Policies folder | Renewed annually | shredded |
| Health and Safety forms / risk assessments | Health and Safety folder | Renewed annually | shredded |
| Posters | Poster folder | Renewed annually | shredded |
| Pictorial Evidence/ scrapbook | Poster folder | Renewed annually | shredded |
| Visitors book (completed books) | Green container | | shredded |
| Invoice logs | Invoice Log file | 5 years | shredded |
| Committee meetings | Committee secretary to retain | 6 years | shredded |
| Team meetings | Team meeting file | 1 year | shredded |
| Records of any reportable death, injury, disease or dangerous occurrence | Filing cabinet / green container | 3 years | shredded |

| <u>Employees</u> | | | |
|-------------------------|---|--------------------------------|-------------------------------|
| | <u>Storage Method</u> | <u>Retention period</u> | <u>Disposal Method</u> |
| Contracts | Filing cabinet | 7 years after staff left | shredded |
| Email addresses | Laptop | Deleted once child left | Deleted from computer |
| Care plan | Displayed on back of hall cupboard door | Destroyed once child left | shredded |
| Allergies list | Kitchen cupboard | Destroyed once child left | shredded |

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|---|--|-----------------------------------|----------|
| Emergency contact list | Displayed on back of hall cupboard door | Renewed annually | shredded |
| Staff certificates | Team training file – filing cabinet | Given to staff member when leaves | |
| Grievances | Staff details folder | 7 years after staff left | shredded |
| Disciplinary records | Staff details folder | 7 years after staff left | shredded |
| Supervisions / Appraisals/ Annual declaration | Staff details folder | 7 years after staff left | shredded |
| Wage amendment sheets | Wages file / filing cabinet | 1 year | shredded |
| Payroll details | Contracted to – Alexanders (www.alexandersca.co.uk) | Retained by payroll company | |