**Tring Stepping Stones Pre-School**

**Record keeping Procedures**

**07.01 Children’s records**

**Policy statement**

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 General Data Protection Regulations (GDPR) (2018) and the Human Rights Act (1998).

This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and our Information Sharing Policy.

All staff understand the need to protect the privacy of children and this is a key part of the induction process.

We are registered with the Information Commissioner’s Office (ICO).

**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:

*Developmental records*

* These include observations of children in the setting, photographs, and samples of their work, summary developmental reports and learning journals. Parents sign on the registration form on their first day to agree or disagree to photographs being taken for use in pre-school and in scrapbooks.
* These are kept in pre-school and can be freely accessed, and contributed to, by staff, the child and the child’s parents. When pre-school is closed the records are kept in a locked cupboard within pre-school.
* Records such as scrapbooks, observations and SENCO files are occasionally taken home by staff to enable them to work on them.  All staff are aware of the need for confidentiality to be maintained at all times whilst the records are at home and as soon as staff have finished working on them the records are returned to pre-school. Learning journals containing examples of the children’s work, photographs of them at pre-school, observations of the children and their leavers report are passed on to the nursery the child will be moving on to. The parents sign the registration form to indicate they are aware of this and give their consent. If a parent refuses to sign the registration form then the learning journal is passed to the parent and the nursery is informed of this.

Personal records

* These include registration and admission forms, signed consent forms, the child’s days and times of attendance, a record of the child’s fees, any fee reminders or records of disputes about fees.
* Correspondence concerning the child or family, including a copy of the 2 Year Progress Check and letters, emails, reports or minutes from meetings concerning the child from other agencies.
* The registration form includes the child’s full name, DOB, name and address of parents/carer, who has parental responsibility for the child and emergency contact details.
* 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 cupboard and are kept secure by the pre-school leaders.
* We may be required to hand children’s personal files to Ofsted as part of an inspection or investigation process. 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 and 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 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.
* Staff may share information about a child with other agencies such as health professionals or other settings if the child attends more than one setting if it is in the child’s best interests for this information to be shared. The parents sign the registration form when the child starts pre-school to indicate they understand this and agree to it. If the parent refuses to sign the registration form giving this permission, then we are not able to discuss the child with health professionals unless the child is believed to be at risk of harm.
* Early Support – including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an SEN action plan) and records of any meetings held.
* Welfare and child protection concerns – including records of all welfare and protection concerns, and our resulting action, meetings and telephone conversations about the child, an Education, Health and Care Plan and any information regarding a Looked After Child.
* If the child is at risk of harm, then we share information with other professionals such as Children, Schools and Families client services. Parents sign the registration form to indicate they understand the circumstances when consent for sharing will be over ridden.
* 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.
* We retain email addresses for parents and carers of the children within our care. We do not share these addresses with anyone else and they are used solely for the purpose of updating the parents and carers about pre-school business. Emails are sent in such a way that parents are only able to view their own email address in the inbox.
* We store financial information according to [our/my] finance procedures.

## *Other records*

* Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
* Students on Early Years 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.

During the Covid-19 outbreak there may be the need to keep additional records as part of outbreak management. A central record of all confirmed cases of Covid-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless a member of staff).

A record is kept of individual cases of children/families who are self-isolating due to symptoms as per usual record-keeping procedures. In all cases the principles of data protection are maintained.

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| This policy was adopted at a meeting of | Tring Stepping Stones Pre-school |  |
| Held on |  |  |
| Date to be reviewed | **April 2024** |  |
| Signed on behalf of the management committee |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair/owner) |  | |

|  |  |  |
| --- | --- | --- |
| Staff name | Staff signature | Date policy was read |
| Lucy Brittain |  |  |
| Nicola Poulton |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Nicke Cooke |  |  |
| Jo Davis |  |  |

November 2012 review- added details of the registration form,( name, dob, parental responsibility, address etc)

Parents sign on registration form for use of photos in preschool,

January 2013 added a brief summary of freedom of information act and data protection act.

March 2015 added reference to policy being read in conjunction with client access to records policy. Added section with regard to children attending other settings. Added the potential requirement to hand over documents to Ofsted for inspection. Added requirement to store records relating to accident or child protection matters until the child is 21/24. Removed freedom of information act summary and from the legal framework as it is no longer mentioned on the PSLA template.

January 16- further guidance changed to “Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)”

January 2017- added that learning journals are signed out when taken home to update.

January 2018-no changes

April 2020- GDPR replaces Data Protection Act, Early Support and Child Welfare bullet points, Finance Records

March 2021- During the Covid-19 outbreak there may be the need to keep additional records as part of outbreak management. A central record of all confirmed cases of Covid-19 that affect any member of staff or service user is held. This record does not contain personal details about the individual (unless a member of staff).

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April 2023 – removed line “These are signed in and out, with the date and who has taken them” in relation to Learning Journals as they are only ever taken by the keyworker of the child.