**Stratton Playgroup**

**10.6 Children’s records**

**Policy statement**

At Stratton 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 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.

**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*

* We use Online Tapestry Learning Journals, for which parents have their own log-in, and they can access at any time. This includes developmental records and summaries, 2 year checks (where applicable), photos and observations. The learning journey is contributed to by our staff, the child and the child’s parents.
* The children also have an individual folder containing their artwork and other paper achievements e.g. WOW moments, kindness catchers.

Personal records

These may include the following (as applicable):

* Personal details – including the child’s registration form and any consent forms.
* Contractual matters – including a copy of the signed parent contract, the child’s days and times of attendance, a record of the child’s fees, any fee reminders or records of disputes about fees.
* Early Support – including any additional focussed intervention provided by [our/my] 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.
* These confidential records are stored in a lockable file or cabinet, which is always locked when not in use and which our manager keeps secure in an office or other suitably safe place.
* We read any correspondence in relation to a child, note any actions and file it immediately.
* We ensure that access to children’s files is restricted to those authorised to see them and make entries in them, this being our manager, deputy or designated person for child protection, the child’s key person, or other staff as authorised by our manager.
* We may be required to hand children’s personal files to Ofsted as part of an inspection or investigation process; or to local authority staff conducting a S11 audit, as long as authorisation is seen. 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.
* Our staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Our staff induction programme includes an awareness of the importance of confidentiality in the role of the key person.
* Records that relate to a serious incident, pre-injury or an accident, which are kept until a child reaches the age of 21 years. These are kept in a secure place.
* Individual summary sheets for attendance, incidents, accidents and pre-injuries are kept in each child’s individual file.
* Whole setting attendance, incidents, accidents and pre-injuries are kept on one computer as an encrypted file.

## *Archiving children’s files*

* We retain children’s records whilst they are attending the setting. These are kept in a secure place.
* When a child leaves our setting, some records may be passed on to their next setting, with parental permission.
* Child Protection Records are passed on to their next setting. We are required to pass this information on, even without parental permission.
* If data is kept electronically it is encrypted and stored as above.
* We store financial information according to our financial control procedures.

## *Other records*

* We keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their key person.
* Students are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.

**Legal framework**

* General Data Protection Regulations (GDPR) (2018)
* Human Rights Act (1998)

**Further guidance**

* Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)

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| This policy was adopted by | **Stratton Playgroup** | *(name of provider)* |
| On | **23/06/2022** | *(date)* |
| Date to be reviewed | Jun-2025 | *(date)* |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |