



General Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Record Keeping

Children's records

Policy Statement

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act 2018 (including GDPR) and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

Procedures

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

Developmental records

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.

Where fun becomes learning!

- These are kept on our online Tapestry system any printed material is stored in their key workers file in the office and can be freely accessed, and contributed to, by staff, the child and the child's parents.
- Excess digital images surplus to our needs in documenting the children's developmental progress will be deleted from the setting's computer after a maximum of one term.

Personal records

- These include registration and admission forms, signed consent forms, and 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 and are kept secure by the **preschool manager– Mandy Smith**
- 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 not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs and or in the case of any safeguarding concerns, 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

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students undertaking recognised childcare qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

Legal Framework

- Data Protection Act 2018
- Human Rights Act 1998

Further guidance

- Information Sharing: Practitioners' Guide (DfES 2006)

This policy was updated following discussion at a meeting at Padbury Preschool

Held on (date) 18th September 2023

Date to be reviewed (date) 18th September 2025

Signed on behalf of the committee

C.McHenry

Name of signatory

Claire McHenry

Role of signatory

Registration Secretary
