

KLOISTERS KINDERGARTEN

Safeguarding and Welfare Requirement: Information and Records

Children's records

There are record keeping systems in place that meet legal requirements; the means we use to store and share that information take 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.

Procedure:

If a child attends another setting, we establish a two-way flow of appropriate information with parents and the 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, video clips and samples of their work (compiled in the child's individual Learning Story/2Simple records) and summary developmental records.
- . These are all usually kept so that they can be shown to parents on request via our pin-protected i-pads held in all of our classrooms, and contributed to, by staff, the child and all records can be contributed to via email or the 2simple Parents Portal at any time.
- . The 2Simple tablet records of each individual child(ren) are sent via email to the parents/carers as a record of individual child(ren) observation and assessment records every two weeks.

Personal records

- . These include registration forms, signed consent forms, and correspondence concerning the child or family, reports or minutes concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on a confidential matter involving the child, such as developmental concerns or child protection matters.
- . These confidential records are stored in a lockable file cabinet and are kept secure by the Owner/Manager or Assistant manager in the office.
- . 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 includes an awareness of the importance of confidentiality in the role of the key person.
- . 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 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 an audit, as long as authorisation is seen.

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.
- . Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- . Students or training members of staff (i.e. NVQ's), when they are observed in the setting, are advised of our confidentiality policy and are required to respect it.

Archiving children's files

- . When a child leaves our setting, we remove all paper documents from the child's personal file and these are placed in an archive box, stored in a safe place (i.e. locked cabinet/cupboard for three years. After three years it is destroyed by means of confidential shredding).
- . If data is kept electronically, it is encrypted and stored as above.
- . Where there were s.47 child protection investigations, we will archive them for 25 years.
- . We store financial information according to our finance procedures.

Policy links – Confidentiality Policy

General Data Protection Regulations (GDPR) (2018)

Human Rights Act (1998)

Secure Storage and Retention

Providers Records Policy

Staff Handbook/staffing and induction policies

Safeguarding Policies

This policy was amended by	Kloisters Kindergarten	<i>(name of provider)</i>
Reviewed on	<u>7/10/19</u>	<i>(date)</i>
Date to be reviewed	<u>09/2022</u>	<i>(date)</i>
Signed on behalf of the provider	<hr/>	
Name of signatory	<u>Mrs N Bromley</u>	
Role of signatory (e.g. chair, director or owner)	<u>Manager</u>	

