

## **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

### **10.5 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.

#### **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, video clips and samples of their work and summary developmental reports.
- These are usually maintained on the Tapestry on-line journal system and can be contributed to, by staff, the child and the child's parents. Where a parent or carer is unable to access the internet, or prefers not to use this system, we make available a printed copy of their child's records which they can access at any time.

##### *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.
- Child's development, health and well-being – a record of discussions about every day matters about the child's development health and well-being with the parent.

- 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.
- Correspondence and Reports – including a copy of the child's 2 Year Old Progress Check (as applicable), all letters and emails to and from other agencies and any confidential reports from other agencies.
- These confidential records are stored in a lockable filing cabinet/cupboard, which is always locked when not in use.
- 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 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. These are kept in a secure place.

#### *Archiving children's files*

- When a child leaves our setting, we remove all paper documents from the child's personal file and place them in an archive box, stored in a safe place for three years. After three years it is destroyed.
- If data is kept electronically it is encrypted and stored as above.
- Where there were S.47 child protection investigations, we will archive the documents for 25 years.
- We store financial information according to our finance 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 on recognised qualifications and training, when they are observing in the setting, are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.

## **Procedures for removing documents from the premises**

### *Children's Development Records (Key Files)*

- Children's development records are stored on the Tapestry on-line journaling system which only the manager and deputy can access away from the premises.
- During the Covid-19 outbreak when staff are required to work from home they are given access to Tapestry on the understanding that devices used are password protected and that access to Tapestry will always be password protected.
- It is preferred that all paper-based documentation is updated during working hours but should it be necessary to complete these at home then permission must be sought from the manager to take these records away from the premises.

### *Please observe the following rules for taking home children's development records:*

- Each document or file must be signed out in the 'signing out book' (including date) and signed back in again when they are returned.
- When documents are taken away from nursery premises you must ensure that you follow the rules for confidentiality as set out in this Policy.
- Do not leave records in your car overnight.
- Do not leave records out in your home when you have visitors.
- Do not share information about the children with anyone who does not work at The Riverside Nursery School.

### *Using computers to type up observations*

- Only the laptop or tablet computers provided by Riverside Nursery are to be used to type observations when at nursery.
- Photographs of children are only accessible via The Riverside Nursery Laptop and tablets.
- Photographs of children must not be shared with any other users via any computer or emailed to anyone, including those who work at The Riverside Nursery School.

### *Please observe the following rules if using an alternative computer:*

- All files containing information about children must be password protected.
- Once you have printed out the relevant document the file should be deleted from your computer.

### *Personal and Other Records being removed from the setting*

- Only the nursery manager may take personal or other records away from the site. The manager will be responsible for ensuring they are stored safely and are not accessed by any person other than those entitled to through their work at The Riverside Nursery School.
- No records belonging to The Riverside Nursery School will be left in a car overnight.

***Failure to comply with the rules for taking home any children's, personal, or other records, will result in disciplinary action.***

**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)

This policy was adopted by	The Riverside Nursery School
On	<hr/> 1 <sup>st</sup> September 2020
Date to be reviewed	<hr/> September 2021
Signed on behalf of the provider	<hr/>
Name of signatory	<hr/> Beverley Feeney
Role of signatory (e.g. chair, director or owner)	<hr/> Nursery Manager / Owner
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