

## **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 and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing Policy.

### **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.
- These can be freely accessed, and contributed to, by staff, the child and the child’s parents.

#### *Personal records*

- These include registration forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meeting 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 file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.
- 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. 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. These are kept in a secure place.

*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 recognised qualifications and training, when they are observing within the setting, are advised of our confidentiality policy and are required to respect it.

**Legal framework**

- Data Protection Act 1998
- Human Rights Act 1998

**Further guidance**

- Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

This policy was adopted by Blackberry Lane Pre-School *(name of provider)*

On 21 July 2017 *(date)*

Date to be reviewed July 2018 *(date)*

Signed on behalf of the provider

Name of signatory

Role of signatory (e.g. chair, director or owner)

Mrs Kirsty Clements	Mrs Debbie Gibson
Company Secretary	Manager

On \_\_\_\_\_ *(date)*