



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) and the Human Rights Act (1998).

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

When recording information, staff should ensure that records are dated correctly, and the time is included where necessary and signed.

Information in general should be clear and unambiguous, and not including opinions, although it may include the practitioner's thoughts on the impact on the child. Records are non-judgmental and do not have any bias or discrimination.

Not everything must be recorded; record-keeping should be necessary and proportionate to the event in hand.

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 are kept securely and are always available to parents on request.

Personal records

- These include registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports 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 file or cabinet and are kept secure by the person in charge.

- Parents have access, in accordance with the Data Protection Act, 2018, 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.

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 and visitors to the Setting, are advised of our confidentiality policy and are required to respect it.

Monitoring and Review

- This policy will be reviewed annually, or sooner if national guidance changes. Feedback from staff, parents, and stakeholders will always be welcomed.

This policy was adopted at a meeting of		
Held on		(date)
Date to be reviewed		(date)
Signed on behalf of the management committee		
Name of signatory		
Role of signatory		