

## 10.3 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 Data Protection Act (1998) and the Human Rights Act (1998).**

**This policy and procedure should be read alongside our Confidentiality and Client Access to Records Policy and our Information Sharing Policy.**

### Procedures

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

#### 1. **Developmental records**

- These include observations of children in the setting, photographs, samples of their work and summary developmental reports.
- These are kept in the setting and can be accessed, and contributed to, by our staff, the child and the child's parents.
- Progress is monitored by the computer programmed Herts Progress Tracking System

#### 2. **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 – including a summary only of the child's EYFS profile report, 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 Individual Education 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, a Statement of Special Educational Need 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.
- 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 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 programme includes an awareness of the importance of confidentiality in the role of the key person.
- We return children's progress records to Parents once they leave the setting or pass them on to the next setting. Records that relate to an accident or child protection matters, are kept until a child reaches the age of 21 years or 24 years respectively. These are kept in a secure place.

### ***Archiving children's files***

- When a child leaves our setting we forward children's progress records to the next setting or return them to Parents. Other records (such as Application Forms or Consent Forms) are destroyed after 3 years.
- Where there were s.47 child protection investigations, we remove all paper documents from the child's personal file and place them in a robust envelope, with the child's name and date of birth on the front and the date they left.
- We seal this and place it in an archive box, stored in a safe place (i.e. a locked cabinet) and archive it for 25 years.
- We store financial information according to our finance procedures.
- 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.

### ***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.

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