



Safeguarding and Welfare Requirement: Children's Records

10.3 Children's records

Policy statement

We have record keeping systems in place that meet legal requirements (Early Years Foundation Stage 2017; the means we use to store and share that information takes place within the framework of the General Data Protection Regulation (GDPR) 2018 and the Human Rights Act (1998).

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

Parents are made aware of which information we keep, why we keep it, for how long and where it is kept and what happens to it after their child has left the setting. This forms part of our registration process.

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

It is a statutory requirement of the EYFS 2017 to keep a record of children's learning and development. We currently use Learning Journals.

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are kept in a filing cabinet and can be accessed, and contributed to, by our staff and are shared with the children and their parents/carers.

Tapestry (also see our Tapestry Policy)

From September 2018 we will be using Tapestry, an online Learning Journal. Parents are asked to sign a consent form before their child's Learning Journal is set up. This includes consent to have their child in other children's photographs or video recordings. Observations and photographs are recorded on tablets. These are accessible by all staff and are password

protected. The managers and deputy manager have full access to all tablets and have to approve all observations and photographs. Parents can obtain log in details to log into their children's Learning Journal. They cannot access other children's Learning Journals.

Personal records

These include the following:

- Personal details – including the child's registration form and any consent forms (EYFS2017). These details are shared with local authority funding in order to access universal funding, 2 year funding and 30 hour funding.
- 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 focused 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 file or cabinet, which is always locked when not in use and which our manager keeps secure in an office or other suitably safe place.
- 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 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 programme 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.

Funding records kept by local authority

Why local authority collects information about you

- To allow accurate assessments and reviews of your social care, educational, early help and support needs.
- To ensure you receive services best suited to your needs and circumstances.
- To help monitor and improve services.

For details on how data is used please see:

- <https://mail.google.com/mail/u/0/#search/bbardsley1%40cornwall.gov.uk/1635ec0c44ccafe7?projector=1&messagePartId=0.1>

Archiving children's files

- When a child leaves our setting, their Learning Journey is handed over to the child's parents/carers. This includes reports from referrals and action plans. Any documents relating to a child protection referrals are filed in a locked cabinet and kept until the child reaches 21 years of age. Where there were section47 child protection investigations, the documents are kept for 25 years.
- All accidents books are kept for 21 years.
- Registration details are held until after the next Ofsted inspection following the child leaving Jumblies.

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.
- We store financial information in a locked filing cabinet (bank statements etc). We do not store financial details ie card number of our customers. We do not accept card payment over the phone.

- 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.

Legal framework

- GDPR (2018)
- EYFS 2017
- Human Rights Act (1998)

This policy
was
adopted
by:

On:

Date to be reviewed:

Signed on behalf
of the provider:

Name of signatory:

Role of signatory (chair or secretary of the committee):