

General 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.

10.6 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.
- Development records are held online on Tapestry www.eylj.org
- Each child has an individual account which their parent/carers/guardians have secure access to.
- The observations of the child are recorded by staff using tablets, added and checked by management before parents are notified.
- We encourage parents and carers to comment and add their own observations to Tapestry.
- If a child attends another setting we will ask for parents' permission to add them to Tapestry.

Personal records

- These include registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes 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 confidential files within a locked building or online.
- 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.
- Personal records containing contact numbers and address etc are also stored on Kindersoft our electronic software system. They are deleted once a child has left the setting.
- We retain children's records for three years after they have left the setting. These are kept in a secure place.

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.
- 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 in the setting, are advised of our confidentiality policy and are required to respect it. If a student wishes to observe child within the setting permission must be given prior to observation and assessment taking place.
- Peg photos of looked after children or children in need, allergy charts (if containing first and surnames) and registers must be locked away in secure cupboards at all settings daily. The setting manager will put in place their own procedure in place which is relevant to meet the needs of the children at the setting.

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998
- **General Data Protection Regulations (GDPR) (2018)**

Further guidance

- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HM Government 2015)
- Working together to safeguard children: A guide to inter-agency working to safeguard and promote the welfare of children (HM Government 2015)