

Record keeping

Children's and Provider 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 General Data Protection Regulations (GDPR) (2018) and the Human Rights Act.

This policy and procedure is taken in conjunction with our Privacy Notice, the Confidentiality and Client Access to Records policy and Information Sharing policy.

We also keep records for the purpose of maintaining our business.

These include:

Records pertaining to our registration.

- Rental agreement documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff including their name, home address, telephone number and email. Also, a name and phone number for an emergency contact for each staff member.
- Names, addresses, telephone numbers and email of anyone else who regularly has unsupervised contact with the children and Committee members.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act (1998) and the Human Rights Act (1998).

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

Procedures – Children's records

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

Developmental records

- These include observations of children in the setting, photographs and summary developmental reports.
- These are all on Tapestry, which parents can access at all times. Additional paperwork is kept at pre-school in a locked cupboard and can be accessed by staff. Staff take children's journals home to update. Meetings are offered to discuss children on a termly basis.

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 terms and conditions, 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 a 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, 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 supervisor keeps secure.
- 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 supervisor, deputy or designated person for child protection, the child’s key person, or other staff as authorised by our supervisor.
- 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 Privacy Notice, 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.

Archiving children's files

- When a child leaves our setting, we remove all paper documents from the child's personal file and place them in year order in a locked cabinet for three years. After three years it is destroyed.
- If data is kept electronically, where necessary it is password protected and stored as above.
- Where there were S.47 child protection investigations, we mark the envelope with a star and archive it for 25 years.
- We store financial information according to our finance procedures.

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 Pre-school Learning Alliance or other 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.

Procedures – Provider records

- All records are the responsibility of the supervisor and officers of the management committee who ensure they are kept securely.
- All records both paper and electronic are kept in an orderly way in files and filing is kept up-to-date.
- Financial records are kept up-to-date for audit purposes.
- Health and safety records are maintained. These include risk assessments, details of checks or inspections and guidance etc. along with actions taken.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

We notify Ofsted of any change:

- In the address of the premises.
- To the premises which may affect the space available to us or the quality of childcare we provide.
- Changes to the name and address of the provider or the provider's contact information.
- Changes in supervisor or Chair and trustees of the setting.
- Any significant event which is likely to affect our suitability to look after children; or any other event as detailed in the Statutory Framework for the Early Years Foundation Stage (DfE 2017).

Further guidance

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

All records will be stored within secure locations and shredded after 3 years unless the pre-school is advised by social services to retain confidential information for needed purposes

This policy was adopted at a meeting of	Rudgwick Pre-school
Held on	<hr/> 19 th June 2025
Date to be reviewed	<hr/> 19 th June 2027
Signed on behalf of the management committee	<hr/>
Name of signatory	<hr/> Laura Thornber
Role of signatory	<hr/> Chairperson

Legal framework

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

Other useful Pre-school Learning Alliance publications

- Accident Record (2010)
- Safeguarding Children (2010)
- Accounts Records (2005)
- Recruiting and Managing Employees (2010)
- Financial Management (2010)
- Medication Record (2010)
- Daily Register and Outings Record (2012)
- Managing Risk (2009)
- Complaints Investigation Record (2012)

Further guidance

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