

**Record Keeping**

**Policy Statement**

**Children's Records**

At Mayfield preschool, our record keeping systems including storing and information sharing that meet legal requirements within the framework of the General Data Protection Regulations [2018] and the Freedom of Information Act 2000. This policy and procedure is taken in conjunction with our Confidentiality policy and Information Sharing policy.

**Procedures**

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

*Developmental records*

* Each child has an online learning journal - Tapestry
* These are accessible via a safe online site, with security usernames and passwords unique to each member of staff. Passwords are not shared, nor are accounts

*Personal records*

* These include signed registration forms containing families names and contact details and child’s date of birth, 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 a lockable filing cabinet and are kept secure by the manager in the office
* 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
* Staff will share personal information given by parents on a need to know basis with other staff. Staff induction 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, which we deem to be a reasonable amount of time. These are kept in a secure place on the premises. These documents will then be destroyed.

*Other records*

* Issues to do with the employment of staff, with paid or unpaid, remain confidential to the people directly involved with making personnel decisions, this is typically the manager or the deputy (who are also the named Safeguarding Officers) and Chair of committee.
* Students on placements with us are advised via their induction of our confidentiality policy and are required to respect it

**Legal Framework**

* General Data Protection Regulation (2018)
* Freedom of Information Act (2000)

**Provider records**

We keep records for the purpose of maintaining our business. These include:

* Records relating to our registration
* Landlord/lease contracts and other contractual documentation relating to ammentities, services and goods.
* Financial records relating to income and expenditure
* Risk assessments
* Employment records of staff
* Accident records of staff and children
* Paperwork relating to Child Protection
* Records of complaints

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 Freedom of Information Act 2000.

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

**Procedures**

* All records are the responsibility of the manager and Chair of Committee, who ensure they are kept securely
* Confidential information and records about staff and children are kept securely and are only accessible to those that have the right or professional need to see them
* All records 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, by the bursar
* Health and safety records are maintained; these include risk assessments and accident and medication records
* Our Ofsted registration certificate is displayed
* Our Public Liability Insurance certificate is displayed in lobby
* All our employment and staff records are kept securely and confidentially in a locked filing cabinet

**Legal Framework**

Data Protection Act 1998

Freedom of Information Act 2000

**Transfer of records**

Whilst in our care we keep records regarding children's progress and well-being, as required by the EYFS (2015) standards, and known to parents and the children as a ‘learning journey’. Alongside these records we may have need to record child protection concerns outlined and required by our Local Safeguarding Children Board.

Children may sometimes need to move to other early years settings before they leave us for school, although most will leave us to begin school. We work closely with parents, children and other settings/schools to support the transition process, and this policy guides our procedure for the information sharing process with a child's new setting/school.

**Procedures**

*Transfer of development records for a child moving to another earlier setting or school*

* Using the EYFS assessment of development and learning, the key person prepares a Summative Assessment of the 3 prime areas and 4 specific areas of learning, and will refer to the language(s) spoken by the child and progress attained in the spoken language. It will also refer to any additional needs the child may have.
* The record will refer to any special needs or disability and whether a CAF was raised in respect of special needs or disability, whether there is a Statement of Special Educational Needs and gives the name of the lead professional
* The record contains a summary by the key person and a summary of the parent’s view of the child
* The document may be accompanied by other evidence such as photos or drawings that the child has made, and at Mayfield preschool will include a CD of evidence taken from Tapestry - our secure online learning journal.
* For transfer to school, we will use a standard assessment summary format if this has been provided by the local authority or a transition record of our own. We will have a meeting with new teachers and feedback verbally and hand documentation directly to them.

**Transfer of confidential information**

* The receiving school or setting will need to have a record of concerns that were raised in the setting and what was done about them
* A summary of the concerns will be made to send to the receiving setting or school along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these.
* Where a CAF has been raised in respect of any welfare concerns the name and contact details of the lead professional will be passed on to the receiving setting or school
* Where there has been a S47 investigation regarding a child protection concern the name and contact details of the child’s social worker will be passed on to the receiving setting or school – regardless of the outcome of the investigation
* This information is posted or taken to the school or setting, addressed to the setting or schools designated person for child protection and marked confidential. We will also use an internal ESCC post system to deliver confidential information between school settings and the Children's Board.

**Legal framework**

* Data Protection Act 1998
* Freedom of Information Act 2000
* Human Rights Act 1998
* Children Act 1989

**Further guidance**

* What to do if you are worried a child is being abused (HMG 2006)
* Information Sharing: guidance for practitioners and managers (DCSF 2008)