**Record Keeping – Children and Setting**

**1. Policy statement**

Alphabets has 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 General Data Protection Regulations (2018) and the Human Rights Act (1998).

This policy and procedure is taken in conjunction with the following policies:

Accidents

* Admissions
* Confidentiality & Clients Access to Records
* Committee confidentiality
* Disclosures
* Fees
* Health and safety
* Information Sharing
* Late collection
* Medicines
* Notification of changes
* Outings and visits
* Procedure for Emergency Treatment
* Safeguarding children and child protection
* Sickness infections and allergies
* Special educational needs
* Sun cream
* Tapestry
* Working in partnerships with other agencies

**Record Keeping - Children**

**2. Procedures**

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

*2.1. Developmental records*

* These records include:
  + observations of children in the setting
  + photographs
  + samples of their work
  + summary developmental reports
  + programme planning

2.2. Personal records

* These may include:
* Personal details including the child’s date of birth, address, and contact information.
* Parents details including contact information (address, phone numbers, email) and contact information for other adults (emergency contacts).
* 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.
* Consent forms
* Medical records including medications and allergies.
* Dates and times of attendance.
* Accident and incident reports.
* Correspondence concerning or relating to the child and/or family
* Any additional focussed 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.
* Notes/minutes from meetings held with external agencies

2.3 Storage and access to records:

* Children's records, as outlined above, are kept both electronically and on paper, depending on what is most appropriate and necessary. In all cases, the records are kept securely in a lockable file or cabinet or on a password-protected document and are only accessible by a member of the staff, committee or, on request, the parent of the child (available within 14 working days).
* Any paper records that are held by the preschool are locked away securely unless required.
* Any electronic copies of developmental and personal data are password protected.
* Copies of developmental documents are stored on a secure online programme called Tapestry, or electronically on password protected documents. Parents can access and contribute to their child’s online Learning Journal by using a secure login with password. Staff use tablets to take photographs of children’s development, these are then added to the child’s online Learning Journal. Once added to the Learning Journal the photograph will then be deleted. The tablets are set by the Pre-School Manager with pins/passwords so staff only have access to the Tapestry app. These tablets are stored in our locked cupboard when not in use.
* 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.
* We retain children’s records for the period recommended by the preschool learning alliance (see table below).
* Records of each child are available on the premise (within 14 days of request) for inspection by:
  + A child’s parent or guardian
  + Staff or committee members for whom the information is relevant
  + An authorised person (e.g., an Ofsted inspector or Health and Safety Executives)
  + Another EYFS setting or school (as appropriate) to help the child transition between settings.

The table below gives a comprehensive\* list of the records that we take, who we may share this information with and how long we are required to retain it for. \*Please note that whilst we have endeavoured to make this a comprehensive list, there may be some additional records that are not noted here. Parents will always be made aware of any information that will be recorded before it is taken.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Document | Type of personal information held | Why needed/what used for? | Who do we share it with and why?\* | How long do we need to store it? |
| CHILD RECORDS | | | | |
| ADMINISTRATION | | | | |
| Waiting list records | Child name, date of birth, parent name and contact details | To contact parents when places become available | Other professionals | Until the child takes their place or is removed from the waiting list |
| Registers | Childs name, date of birth dates and times of attendance, photograph of face (for child to use) | Health and safety | Other professionals | 3 years |
| Funding forms | Childs name, address  Date of birth, parents name, address, D.O.B., National Insurance numbers | This enables the preschool to receive government funding for the child | HCC - they provide the funding. | 6 years |
| Emergency contact cards | Child name, emergency contact name and phone number and child medical details | To easily contact guardians and pass on important medical information if needed | Medical staff if necessary  Other professionals | As soon as the child leaves Alphabets |
| Collection authority | Names and contact details of collectors | Security of the child | Local children authorities | As soon as the child leaves Alphabets |
| HEALTH AND SAFETY | | | | |
| Consent forms /registration forms | Childs name and parents name (and statement content – e.g., outing permission, permission to administer medicine, permission to administer sun cream, emergency treatment permission) | Health and Safety | Other professionals | For up to 22 years |
| Accident and incident forms | Childs name and accident | Health and safety | The reporting of Injuries, Diseases,, and Dangerous Occurences Regulations 1995 (RIDDOR), local Environmental Health Department. | For up to 22 years or 3 years after the date (RIDDOR). |
| Allergy information | Childs name and allergy | Health and safety | These are displayed in the kitchen to make all staff and visitors aware | For up to 3 years |
| Medical books | Child name, medical history, prescribed medication | Health and safety | Other professionals | For up to 3 years |
| Health and safety sign-up sheets | Child name | Health and safety | Other professiaonals | For up to 3 years |
| Safeguarding | Names, address, Date of birth, parents/carer names/details | Child protection, Health and safety | Another EYFS setting or school, Local Safeguarding board, Ofsted, other professionals | For up to 22 years |
| DEVELOPMENT | | | | |
| Tracking and Evaluating | Child name, personal observations and assessment, photographs | Development | Another EYFS setting or school, other professionals, Ofsted, Tapestry | Up to 2 years |
| SENCO | Child name, date of birth, address, personal observations and assessment | Development | Another EYFS setting or school  Hampshire County Council, Area SENCO, other professionals | Up to 22 years |
| Summative assessments | Child name, personal observations and assessment, photographs | Development | Another EYFS setting or school, Ofsted, other professionals, Tapestry |  |

\* Please note that all information may be shared with a child’s parent or guardian, staff or committee members for whom the information is relevant and Ofsted inspectors. Other authorised persons who we may share this information with are listed in the table.

**Legal framework**

* Data Protection Act (2018)
* Human Rights Act (1998)

**Record Keeping – Setting**

## *3.1. Other records that are kept regarding the setting:*

* Details about the day to day running of the setting (including staff and child attendance)
* Fire safety records
* Hygiene records – including cleaning schedules for furniture work and play equipment, food hygiene records,
* Employers’ liability insurance records
* Committee meeting minutes
* Records of any reportable death, injury, disease or dangerous occurrence
* Accident/medical records as specified by the control of substances Hazardous to Health Regulation (COSHH)

3.2. Storage and access to records:

* Setting records, as outlined above, are kept both electronically and on paper, depending on what is most appropriate and necessary. In all cases, the records are kept securely in a lockable file or cabinet or on a password-protected document and are only accessible by a member of the staff, committee or, on request, the parent of the child (available within 14 working days).
* Any paper records that are held by the preschool are locked away securely unless required. When removed from the locked cabinet for use, the records will be returned to the filing cabinet as soon as they are finished with. On no account will any confidential information be left out.
* Any electronic copies of developmental and personal data are password protected.
* Copies of developmental documents are stored on a secure online programme called Tapestry, or electronically on password protected documents. Parents can access and contribute to their child’s online Learning Journal by using a secure login with password. Staff use tablets to take photographs of children’s development, these are then added to the child’s online Learning Journal. Once added to the Learning Journal the photograph will then be deleted. The tablets are set by the Pre-School Manager with pins/passwords so staff only have access to the Tapestry app. These tablets are stored in our locked cupboard when not in use.
* 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.
* We retain children’s records for the period recommended by the preschool learning alliance (see table below).
* Records of each child are available on the premise (within 14 days of request) for inspection by:
  + A child’s parent or guardian
  + Staff or committee members for whom the information is relevant
  + An authorised person (e.g., an Ofsted inspector or Health and Safety Executives)
  + Another EYFS setting or school (as appropriate) to help the child transition between settings.

If a breach of confidentiality occurs, for example records are seen by unauthorised persons, a full investigation will take place. The pre-school manager must report the incident to a member of the committee. This will then be looked into by 2 members of the committee. A record of the incident will be written up and filed in the confidential filing cabinet. In all cases parents involved will be informed about any breach of confidentiality regarding their child’s information. The advice on the ICO website is to be followed – it states ‘to assess whether there is a high risk to individuals rights/ freedoms, and if so, the individuals should be contacted as well as the ICO within 72hrs, if the assessment is that there is low risk to the individuals they do not need to be contacted’.

The table below gives a comprehensive\* list of the records that we take, who we may share this information with and how long we are required to retain it for. \*Please note that whilst we have endeavoured to make this a comprehensive list, there may be some additional records that are not noted here. Parents will always be made aware of any information that will be recorded before it is taken.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Type of personal information held** | **Why needed/what used for?** | **Who do we share it with and why?\*** | **How long do we need to store it?** |
| ADMINISTRATION RECORDS | | | | |
| Visitor signing in book | Names and telephone number | Health and safety |  | For up to 3 years |
| Complaint forms | Names, addresses | Health and Safety; transparency and to use for continuing improvement of Alphabets setting | Ofsted | At least 3 years from the date of the last record or until after the next Ofsted inspection |
| Testimonials | Names | To facilitate Ofsted inspections | Ofsted | A reasonable period of time after the child(ren) have left Alphabets (e.g., until after the next Ofsted inspection) |
| Employers’ liability insurance records | -- | Health and Safety | Health and Safety Executive; Ofsted | For as long as possible |
| Minutes | Names | Charity Commission regulations | Ofsted  Charity Commission | For ever |
| HEALTH AND SAFETY | | | | |
| Records of any reportable death, injury, disease or dangerous occurrence | Name, address, Date of birth | Health and safety | The reporting of Injuries, Diseases,, and Dangerous Occurences Regulations 1995 (RIDDOR) | For up to 22 years or 3 years after the date (RIDDOR). |
| Accident/medical records as specified by the control of substances Hazardous to Health Regulation (COSHH) |  | Health and safety |  | 40 years from the date of the last entry |
| Assessments under Health and Safety regulations and records of consultations with safety representatives and committees |  | Health and safety |  | Permanently |
| FINANCIAL RECORDS |  |  |  |  |
| Accounting records | Name, | Financial procedures | Accountant | 6 years from the end of the financial year |
|  |  |  |  |  |

**Your rights with respect to your data**

You have the right to:

* request access, amend or correct your/your child’s personal data
* request that we delete or stop processing your/your child’s personal data, for example where the data is no longer necessary for the purposes of processing; and
* request that we transfer your, and your child’s personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how [I/we] handle your data please contact [me/us]. If you have continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with [me/us], you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or [ico.org.uk/](https://ico.org.uk/)

**Changes to this notice**

[I/we] keep this notice under regular review. You will be notified of any changes where appropriate.

**Further guidance**

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

* This policy was adopted at a meeting of Alphabets Pre-school management committee
* Held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
* Date to be reviewed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (date)
* Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Name of signatory \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* (Chair of committee)