**Children’s records**

**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 Confidentiality & Clients Access to Records Policy and the 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 and samples of their work and summary developmental reports which are all stored on a secure online programme called Tapestry or in scrap books. Parents can access and contribute to their child’s online Learning Journal by using a secure login with password or by asking take home or look at scrap books at parents' meetings or at anytime that suits them. 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.*
* *Any paper copies of children’s developmental records (including the scrap books) are kept in the locked store cupboard, these can be freely accessed, and contributed to, by staff, the child and the child’s parents.*

Personal records

* These include registration and admission forms, signed consent forms, 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 our lockable cupboard and are kept secure by the person in charge in a suitably safe place.
* 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 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. 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 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.

***Legal framework***

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

***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 24th March 2022
* Date to be reviewed March 2023
* Signed on behalf of the management committee \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Name of signatory Kate Mckillen
* (Nominated person)