

Children's records

Policy statement

We have record keeping systems in place that meet legal requirements. This policy and procedure should be read alongside our Confidentiality and Client Access to Records Policy and our Information Sharing Policy.

Procedures

If a child attends another setting, we establish a regular two-way flow of appropriate information with parents and other providers. Where appropriate, we will incorporate comments from other providers, as well as parents and/or carers into the child's records.

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.
- These are accessible through *Tapestry* and can be accessed, and contributed to, by our staff and the child's parents.

Personal records- Stored electrically on tapestry

These may include the following:

- Personal details – including the child's registration and any consent forms.
- Contractual matters – including a copy of the signed parent contract, the child's days and times of attendance
- Child's development – including a summary of the child's EYFS profile report
- Early Support – including any additional focussed intervention provided by our setting
- Welfare and child protection concerns – including any records and our resulting action, meetings and telephone conversations about the child, a Statement of Special Educational Need and any information regarding a Looked After Child.
- Correspondence and Reports – including a copy of the child's 2 Year Old Progress Check, all letters and emails to and from other agencies and any confidential reports from other agencies.
- These confidential records are stored either electronically or in a lockable file or cabinet
- We ensure that access to children's files is restricted to those authorised to see them and make entries in them
- We may be required to hand children's personal files to Ofsted as part of an inspection or investigation process
- 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.

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.

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.
- Students working in the setting are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.