

The Enchanted Wood Day Nursery Ltd: Information and Records

Children's Records

Policy statement

We have 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 (GDPR) (2018) and the Human Rights Act (1998).

This policy and procedure should be read alongside our Privacy Notice, 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 carers into the child's records.

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

Developmental records

- These include observations of children in the nursery, photographs, video clips and samples of their work and summary developmental reports.
- These are stored within an app called Famly and can be accessed, and contributed to, by staff, the child and the child's parents. Famly's terms of use and GDPR policies are all online at <https://www.famly.co/terms/terms-of-use-app>.

Personal records

These may include the following:

- Personal details- including registration form and any consent forms.
- Contractual matters- including a copy of the signed parent contract, the child's days and times of attendance, a record of the child's fees, as well as any fee reminders or records of disputes regarding fees.

Safeguarding and Welfare Requirement: Information and Records

- 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 nursery (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.
- Correspondence and Reports- including a copy of the child's 2 Year Old Progress Check, all letters and emails to and from agencies and any confidential reports from other agencies.
- These confidential records are stored in a lockable file or cabinet, which is locked when not in use and are kept secure by the Management Team in the office.
- 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.
- We may be required to hand children's personal files to Ofsted as part of an inspection or investigation process or to a local authority staff member 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.
- Staff members 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 nursery, 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 nursery, we remove all paper documents from the child's personal file and place all documentation in a separate file named 'Child Leavers and the year they left' and store it in a safe lockable filing cabinet for three years. After three years the information is destroyed.

Safeguarding and Welfare Requirement: Information and Records

- If data is kept electronically it is encrypted and stored as above.
- Where there were s.47 child protection investigations, we file all documentation from the child's personal file in a sealed envelope marked with a star, with the child's name, date of birth and the date they left and archive it for 25 years.
- We store financial information according to our financial procedures.

Other records

- We keep a daily record of the names of the children we are caring for, their hours of attendance and the staff members caring for them in each base room.
- Students who are on placement at the nursery are advised when they are observing of our Confidentiality and Client Access to Records Policy and are required to respect it.

Legal framework

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