



## Record Keeping

### Policy Statement

The School House Nursery will record information about your child as part of operating the Nursery and meeting our statutory obligations. All information as defined in this policy will only be used in accordance with the principles of the Data Protection Act (1998). We will ensure that all information covered by the Data Protection Act (1998) is:

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate
- Returned to parent(s)/carer(s) or destroyed when the child leaves
- Processed in accordance with your rights
- Kept secure
- Not transferred abroad without adequate protection

### *Children's records*

#### Policy statement

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act. The School House Nursery will ensure the integrity of all data recorded and data held will be as accurate and up to date as reasonably possible. Records kept will not be excessive and will be kept in relation to the purpose for which is it being held. Records held about individuals will not be kept for longer than necessary for the purposes registered, in accordance with data protection guidelines.

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

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.1 Observation, assessment and planning	

## **Procedures**

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 usually kept in the playroom and can be freely accessed, and contributed to, by staff, the child and the child's parents.

### ***Personal records***

- These include enquiry forms, application forms, registration/parent contract, initial child profile, signed consent forms, and 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 file or cabinet and are kept secure by the person in charge in an office or other 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 in accordance with the Freedom of Information Act and follow the guidelines provided in the Kent County Council, Records Management Toolkit for Early Years Providers. Current records are stored securely on the premises. Previous records are archived and stored securely and confidentially at an offsite storage facility.

### ***Other records***

- 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 placement as part of recognised qualifications/training are advised of our confidentiality policy and are required to respect it.

## ***Provider records***

### **Policy statement**

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

- Records pertaining to our registration.
- Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records for staff.
- Management Committee records.
- Policies and procedures.

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 and the Human Rights Act.

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

## EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment	

### Procedures

- All records are the responsibility of the trustees of the Management Committee who ensure they are kept securely.
- 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.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

## ***Transfer of records to school***

### Policy statement

We recognise that children sometimes move to another early years setting before they go on to school although many will leave the Nursery to enter a school reception class.

We prepare children for these transitions and involve parents and the receiving setting in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage in the Nursery; in order to enable smooth transitions we share appropriate information with the receiving setting or school at transfer.

Confidential records are shared where there have been child protection concerns in accordance with our safeguarding and child protection policy and procedure and legal requirements.

The transfer of records procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

## EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child development 1.2 Inclusive Practice 1.3 Keeping safe 1.4 Health and well-being	2.2 Parents as partners 2.3 Key person	3.1 Observation, Assessment and Planning 3.2 Supporting every child 3.4 The wider context	4.4 Areas of learning and development

## **Procedures**

### ***Transfer of development records for a child moving to another early years setting or school***

- Using the Early Years Foundation Stage assessment of development and learning the key person prepares a summary of achievements in the six areas of learning.
- This record refers to any additional language spoken by the child.
- The record also refers to any additional needs that have been identified or addressed by the Nursery.
- The record also refers to any special needs or disability and whether a CAF (Common Assessment Framework) 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.
- For transfer to school, most local authorities provide an assessment summary format or a transition record for the Nursery to follow.

### ***Transfer of confidential information***

- The receiving school or setting will need to have a record of concerns that were raised in the Nursery 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 (Common Assessment Framework) 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 (significant harm) 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 school's designated person for child protection and marked confidential.

## **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)
- Kent County Council, Records Management Toolkit for Early Years Providers

This policy was adopted on:

11 August 2011

Date to be reviewed by:

31 August 2012

Signed on behalf of the Management Committee:

Signatory Name:

Lisa Kennedy