14 Record Keeping Policy

We have record keeping systems in place that meet legal requirements; that is, the method we use to store and share that information takes place within the framework of the General Data Protection Regulation (25th May 2018) and the Human Rights Act (1998).

*This policy and procedure is taken in conjunction with the Confidentiality and Client 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, video clips and samples of their work and summary developmental reports and are recorded via our online learning journal Tapestry.*
* *These records are contributed to by staff, the child and the child’s family. They can be viewed by the family throughout the child’s time at pre-school.*
* *These records can be passed to the family when the child leaves the setting.*
* *These records are then archived once the child has left the setting.*

***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 a lockable filing cabinet in the office which is locked at the end of each session to which the pre-school managers hold the keys.
* 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.
* We retain children’s records for 2 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 and their hours of attendance.
* Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
* Students and apprentices when 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 Regulation (25th May 2018)*
* *Human Rights Act (1998)*