

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*. This policy and procedure is taken in conjunction with the Confidentiality 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.
- These are usually kept in the playroom and can be freely accessed, and contributed to, by staff, the child and the child's parents.
- With the introduction of Tapestry, all photographs and associated commentary will be stored on the preschool technology and secured with a password.

Personal records

- These include registration and admission forms, 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 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.

Other Records

- We keep a daily record of 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 observing in the setting, are advised of our Confidentiality Policy and are required to respect it.
- The financial system Quickbooks is used to collate information regarding the child and parent / carer details, required for invoicing and recording payments. This record is accessed by the Treasurer, Chair and Enrolments Officer only and secured by a personal password.

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998

Further guidance

Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

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