

Cranford Children's Records Policy

(EYFS Preschool learning alliance)

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 Data Protection Act (1998) 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.

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

Personal records

These include registration and admissions 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 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 "parents 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 keyperson.

Standard 14.10

"Records must be retained for 10 years after the child has left the service"

We retain children's records for ten years after the child has left the service, except records that relate to a child protection matter. A child protection matter will be handed to the DHSC'S Initial response team once the child leaves our service.

Legal Framework: DHSC Child day care minimum standards

Other records kept are:

Child register -

Staff register -

Accident records

Exclusion records -

Medication records

People living on premises record -

Confidential Incident book

Any behavioural concerns -

Visitors book

Staff record

Issues to do with employment of staff, remain confidential to the people directly involved with making personnel decisions.

Legal Framework

Data Protection Act (1998/2002)

Human Rights Act (1998)

Standard 14.2

Individual records of each child must contain:

Full name & address

Date of birth

Photograph

Emergency contacts

GP Contact

Authorisation to go on outings, travel in vehicles and other appropriate permissions and parental consents.

Details of who will collect the child, including photos where appropriate.

Medical conditions

Allergies

Dietary requirements and preferences

Social, emotional behavioural needs

First language/ any additional languages spoken

Any cultural needs

Permission to seek emergency medical advice and treatment.

14.3 Records must be kept of all matters affecting children attending the nursery including:

Accidents

Incidents

Exclusions as a result of an infectious disease

Medication being administered

Any safeguarding concern and any multi agency meetings

Concerns or complaints raised including action taken

Any person living on the premises

Any behavioural concerns

The nursery has public liability insurance that conforms to our full legal requirements set by DHSC'S day care minimum standards and appropriate employer insurance.