



## Children's Records Policy

Windmill Under 5s, Lacey Green and Loosely Row Sports Club, Main Road,  
Lacey Green, Princes Risborough HP27 0PL  
Registered charity no: 1026976

### Version Control

Version	Date	Author	Comments
1.2	17.05.2018	RM / NH / LC	• Updated in line with PLA template update for GDPR (May 18)
1.3	24.04.2019	RM / NK	• Updated job titles
1.4	19.09.2019	RM / LC	• Introduced GSuite cloud based working practice
1.5	17.05.2020	TW / RM	• Full annual policy review

### Reviews and Approvals

<b>Policy adopted :</b>	11 November 2015 by Windmill Under 5s Management Committee	
<b>Date of last review:</b>	17 May 2020	
<b>Date of next review:</b>	Summer Term (May) 2021	
<b>Signed &amp; dated:</b>	Natasha Kann	Natasha Kann – Chairperson on behalf of the Management Committee

## **Safeguarding and Welfare Requirement: Information and Records**

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

## **Information and Records**

### **33. Children's Records**

#### **Policy Statement**

Windmills has record keeping systems in place that meet legal requirements; the means of storing and sharing 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 Confidentiality and Client Access to Records Policy, Privacy Notice, and our Information Sharing Policy.

#### **Procedures**

If a child attends another setting we will establish a communication link of appropriate information with parents/carers and other providers. Where appropriate, we will incorporate comments from other providers, as well as parents and/or carers into the child's records.

We keep two kinds of records on children attending Windmill Under 5s Preschool:

#### *Developmental records*

- These include observations of children at Windmills, photographs, video clips and samples of their work and summary developmental reports.
- These records are kept on our online Learning Journey system called Tapestry. This is kept on a cloud based system that is only accessed by parents/carers and staff by way of a password. Tapestry is accessed, and contributed to, by staff, the child and the child's parents/carers.

#### *Personal records*

*These include the following (as applicable)*

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

- **Childs development, health and wellbeing** – including a summary only of the child’s EYFS profile report, a record of discussion about everyday matters about the child’s development health and wellbeing with the parents/carers.
- **Early Support** – including any additional focused intervention provided by Windmills (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 any 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 Progress Check (as applicable), all letters and emails to and from other agencies and any confidential reports from other agencies.
- These confidential records are stored in a lockable cupboard, which is always locked when not in use, and kept safe and secure on the preschool premises. A copy of contractual matters are kept off site in a lockable cupboard in our Business Manager’s office.
- Many of our records are now digital and are stored securely in the cloud. We use ‘GSuite’, cloud-based productivity and collaboration tools developed by Google for ‘Not For Profit’ organisations. We manage emails through ‘Gmail’, diary events through ‘Calendar’, contact information through ‘Contacts’, and documents (‘Docs’, ‘Sheets’, ‘Slides’) which require collaboration and internal sharing within Windmills via ‘Drive’. For more information please read our ‘Privacy Notice’ and refer to our ‘IT, Internet and Social Networking’ Policy. Google outline their compliance with the GDPR in their Privacy Policy <https://policies.google.com/privacy> and Terms of Service <https://policies.google.com/terms>
- We read any correspondence in relation to a child, note any actions and file it immediately.
- We ensure that information in children’s files other than development records, is restricted to those authorised to see them and make entries in them, this being our Business Manager, Preschool Manager, Deputy Preschool Manager, Designated Officer for Safeguarding and Child Protection, the child’s Key Person, or other staff as authorised by our Preschool Manager/Chairperson.
- We may be required to hand children’s personal files to Ofsted as part of an inspection or investigation process; or to local authority staff conducting a S11 audit, as long as authorisation is seen.
- Parents/carers 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 will not discuss personal information given by parents/carers 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 Windmills 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 on the premises.

#### Archiving children's files.

- When a child leaves Windmills, we will, where possible, forward the developmental documents with the parents/carers' permission to the next setting. Or the documents are given to the parents/carers to pass on to their next provider. Documents relating to the child which are not Development Records, or where the documents cannot be passed on to the next setting or the parents/carers, are removed from the child's personal file and placed in an archiving which is then stored in a safe place for three years. After three years the documents are destroyed.
- If data is kept electronically it is encrypted and stored as above.
- Where there was a S.47 child protection investigation we will archive the document for 25 years.
- We store financial information according to recommended finance procedures.

#### *Other records*

- We keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their Key Person.
- Students on recognised qualifications and training, when they are observing at Windmills, are advised 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

#### **Further guidance**

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)