



Information and Records Policy - links to Confidentiality and Access to Records Policy; Safeguarding Policy.

Children's Records

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 General Data Protection Regulations 2018, the Data Protection Act 2018 and the Human Rights Act 1998.

Procedures

The types of records on children attending out setting:

Developmental Records - These include observations on children in the setting, photographs, samples of their work and the summary of developmental reports. Please refer to These are kept in the preschool with access to staff. Locked in filing cabinet unless during session. Staff will on occasion take home to update, when agreed by Preschool Leader. If so they are kept in locked filing cabinet. Staff sign files out and in.

Use and retention of Photographs

Name of Photographer: Staff of Kingston St Mary Pre-school.

Storage: Pictures are taken with the Pre-school's digital camera/iPad and downloaded onto the Pre-school's laptop (password protected) where they are saved to be printed.

Length of time held: When a child leaves Pre-school all individual photos printed will be passed onto the parent/carers via the children's files. All individual photos will be deleted off our system before the start of the next term. Some group images may remain on the system or on display until the end of the school year. Some pictures remain in our Pre-school album to show the children and sometimes new parents visiting.
No images of children will be used on the Pre-school's website or facebook page.

Images used: The Pre-school uses the images to support observations on the children's developmental progress for their files. We also use them for displays within the Pre-school and where permission is granted, for external purposes, such as local newspaper.

Personal Records -These include enquiry forms, registration and admissions forms, signed consent forms, correspondence concerning the child or family, reports and/or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents. These are kept in a lockable cupboard and filing cabinet. Observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters are kept in a separate lockable filing cabinet only accessed by Sarah Trott (Pre-school Leader) and Emma Chant (Deputy).

Parents can access their child's file on request, 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. There will be exceptions to this rule if relating to a Child Protection concern (*see Safeguarding policy*). Staff induction includes an awareness of the importance of confidentiality in the role of the key person.

We retain children's registration 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 only accessed by Sarah Trott and Emma Chant. Any third-party information relating to registration is destroyed when the child leaves.

Other records

- We keep a daily record of the names of the children currently attending (register), their hours of attendance and the names of their key person.
- A daily diary of any noticeable marks on children.
- Medication administration book,
- Accident and incidents books.
- We also make a record of when a child is absent, the reason given and who by (in line with our Safeguarding Policy).
- Early Years Entitlement/ Pupil Premium/ 2 year funding records.

Provider Records

We keep records and documentation 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.
- Staff register for session times with an additional signing in/out sheet for paperwork time.
- Staff timetable of sessions.
- Risk assessments.
- Visitor records.
- **Employment records of staff:** include their name, home address, telephone number, next of kin and doctor information. Self-completed medical forms with date of enhanced DBS and number. Job descriptions, induction, appraisals and supervisions. Copies of certificates relating to continuous training development.

We consider our records as confidential based on the sensitivity of information, such as with employment records. These confidential records are maintained with regard to the General Data Protection Regulations 2018 and the Human Rights Act 1998.

Procedures

- All records are the responsibility of the Committee and Pre-school Leader 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, inspections and guidance.
- Our Ofsted registration certificate is displayed.
- Our Employment and public liability (combined) certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

We notify Ofsted of any change:

- In the address of the premises.
- To the premises which may affect the space available to us or the quality of childcare we provide.
- To the name and address of the provider (Kingston St Mary Pre-school) and the provider's contact information (phone number, email, website address).
- To the person managing the provision (Committee personal changes, Preschool Leader).
- Any significant event which is likely to affect our suitability to look after children, or
- Any other event as detailed in the *Statutory Framework for the Early Years Foundation Stage (DFE, 2012)*.