



# Crestwood Pre-school



## General Welfare Requirements: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the setting and to meet the needs of children.

### Record keeping

#### 5.1 Children's records

#### 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 and our procedures for information sharing.

#### EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.1 Observation, assessment and planning	

#### Procedures

We keep two kinds of records on children attending our setting:

#### Development records

- These include observations of the children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are now computerised and all parents are invited in to sign up with their own confidential password to allow them access at any time to their own child's file.

### **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, 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 do not discuss personal information given by parents with any 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.

Children's development records are given to parents/carers at the end of the child's time at the setting. A record of development summary is passed onto the child's new setting (with parental authorisation). We retain children's personal records for three years after they have left the setting. These are kept in a secure place.

### **Legal framework**

- Data Protection Act (1998) (2003)
- Human Rights Act (1998) (2000) (2004)

### **Further guidance**

- Information Sharing: Practitioners' Guide (2006) (2008)

**This policy was adopted at a meeting of Crestwood Pre-school Committee**

Held on \_\_\_\_\_ Date to be reviewed \_\_\_\_\_

Signed on behalf of the management committee \_\_\_\_\_

Name of signatory \_\_\_\_\_

Role of signatory \_\_\_\_\_