

Record Keeping Policy 1 – Children’s Records

We have record keeping systems in place that meet legal requirements; the means we use to store and share information takes place within the framework of the General Data Protection Regulations and subsequent revisions (2018) and the Human Rights Act (1998).

First Steps Pre-School offers a key person system where all members of staff have responsibility for a small group of children. Key persons ensure that the specific needs of every child are recognised through close observation and monitoring of progress.

We allocate an appropriate key person.

We keep two kinds of records;

Progress and Development Records

- These include written observations, photographs, samples of their work, progress tracking, support plans, parent consultation meeting records and next steps. These records are kept in such a way as to reflect what children know and can do already in order for keyworkers to plan what needs to happen next (ref EYFS 2018: Record Keeping). Record keeping needs to be proportionate and not distract from children’s learning and development through the loss of valuable teaching time.
- Children’s records are kept in a secure place and will be made available to parents/carers from time to time and are otherwise kept locked.
- We keep records of Two Year Old check reports and transitional reports.

Personal records

- These include registration forms, medical information, consent forms and funding forms.
- Confidential records of meetings with agencies, confidential observations or child protection matters are kept in a lockable filing cabinet.

Information regarding the data collected and the retention periods can be found in the pre-school’s Privacy Notice.

Observations will enable the key person to make assessments of the child’s progress in the areas of learning and development and the child’s progress towards the EYFS (Early Years Foundation Stage). These assessments and observations are used to plan the next steps of the child’s developmental progress.

Information is shared and discussed with parents regularly at Next Steps meetings. When each child leaves the pre-school their written records go with them and a transitional report is sent to their onward setting or primary school. Transitional reports are signed and approved by parents/ carers before being sent to the onward school/ setting.

Where a child has involvement with other agencies such as social workers, speech therapists or Family Support Services/Early Help, the pre-school will keep records of meetings and other information necessary to support the child’s progress, care and development. Confidential information will be held in the locked filing cabinets. If the information relates to safeguarding, the information will also be held confidentially in the safeguarding file (also in the locked filing cabinet).

The Registration Form makes clear the information required to comply with Ofsted/County Council requirements and that for which we ask parental consent. If the information requires sharing with a third party, parental consent will be sought unless this is not needed eg for a Section 47 safeguarding issue.

We retain children's records in line with retention periods for funding forms, accident or child protection matters.

Other records

- We keep a daily record of the names of the children at the setting, their hours of attendance and the names of their key person.
- We keep details for the pre-school accounts eg invoices raised.
- Students on recognised training ask written permission to observe, take and use observations of a child. They are advised of our confidentiality policy.
- We keep tracking data in order to inform and improve our planning. The information is discussed at staff and MT meetings in order to monitor and improve our practice. Children in the data will not be named.

Record Keeping Policy 2- Provider Records

We keep records and documentation for the purpose of maintaining our business. These include

- Records regarding the pre-school's registration
- Financial records
- Risk assessments
- Details of accidents or incidents
- Employment records of staff and regular volunteers and contact details
- Insurance and rent agreements

We consider these records as confidential as may contain sensitive information, such as with employment records. These records are maintained with regard to the General Data Protection Regulation 2018 and subsequent amendments.

Procedures

- All records are the responsibility of the Management Team who ensure they are kept securely and in an orderly way.
- Financial records are kept up to date for audit purposes.
- Health and safety records include risk assessment, details of inspections or checks.
- Our Ofsted registration certificate and Insurance certificate is displayed.
- Staff and employment records are kept securely.

- Confidential information is kept securely.

Record Keeping Policy 3 - Confidentiality and client access to records

Policy statement

Definition: 'Confidential information is information that is not normally in the public domain or readily available from another source, it should have a degree of sensitivity and value and be subject to a duty of confidence. A duty of confidence arises when one person provides information to another in circumstances where it is reasonable to expect that the information will be held in confidence.' (Information Sharing: Guidance for Practitioners and Managers (DCSF 2008.)

In our setting, staff and managers can be said to have a 'confidential relationship' with families. It is our intention to respect the privacy of children and their parents and carers, while ensuring that they access high quality early years care and education in our setting. We aim to ensure that all parents and carers can share their information in the confidence that it will only be used to enhance the welfare of their children. 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 GDPR 2018 and subsequent revisions.

Confidentiality procedures

- We check whether parents regard the information they share with us to be confidential or not.
- Some parents sometimes share information about themselves with other parents as well as staff. The setting cannot be held responsible if information is shared beyond those parents whom the person has 'confided' in.
- Information shared between parents in a discussion or training group is usually bound by a shared agreement that the information is confidential to the group and not discussed outside of it.
- We inform parents when we need to record confidential information beyond those outlined in the statutory requirements and consent sections in the Registration Form and in the setting's Privacy Notice (see our Children's Record Keeping Procedure – Provider Records) - for example correspondence with external agencies in relation to their child.
- We keep all records securely (see our Children's Record Procedure).
- Staff share information with each other on individual children for the purposes of curriculum planning, group management and so that all staff know all children and not just keyworkers.
- Information given by parents/carers to the pre-school leader or key worker will not be passed on to other adults/professionals/staff without reference to Safeguarding and Confidentiality procedures.
- Any concerns/evidence relating to a child's personal safety will be kept in a confidential file with restricted access in accordance with our Child Protection and Safeguarding policy.
- Issues to do with the employment of staff, whether paid or unpaid will remain confidential to the people directly involved in making decisions in accordance with our Child Protection and Safeguarding policy.
- Students in training for a recognised Early Years course who are required to observe children in the pre-school will be advised of our confidentiality policy and are required to respect and adhere to it (See our Student placement policy). Within all written work details of the child will be changed and a pseudonym used, e.g child A.

- All the undertakings above are subject to the paramount commitment of the pre-school to the safety and well-being of the child. (Please see Safeguarding Policy).

Client access to records procedures

- Parents may request access to any confidential records held on their child and family in line with General Data Protection Regulation 2018. The pre-school will adhere to the guidance of the GDPR, the setting Privacy Notice and any other regulations regarding access, erasure and amendments where applicable.

See First Steps Privacy Notice

Legal framework

General Data Protection Regulation (2018), and 2020

Equality Act (2010)