

MOSS SIDE PLAYGROUP

CHILDRENS RECORDS

JANUARY 2017

VERSION 1.0

EYFS

Children's records

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 nursery office and can be freely accessed, and contributed to by staff, the child's parents can request to view or contribute to them at any time.
- Electronic assessments are also carried out using an APP (Tapestry APP), all children's files are stored securely in individual folders that are password protected. Managers, key persons and parents can access the learning journals. With parental consent other relatives, childminders and other settings that the child attends can also access and add to the child's learning journey. Parents can log in to their children's files and contribute to them at any time and children's learning journeys are updated on a half termly basis and they will receive their child's assessments via email.

Personal records

- These include registration and admission 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 the office. Children’s details are also stored electronically by the manager on a password protected computer.
- 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 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 key person.
- We retain children’s records for three 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.

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.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.

ANNUAL REVIEW

The manager and chair of the committee will review this policy statement annually and update, modify or amend it as it considers necessary to ensure the policy meets the needs of Moss Side Playgroup.

SignedDate (Chair of Committee)

SignedDate (Manager)

COMPILED APPROVED REVIEWED REVISED	VERSION	DATE	EDITOR
Compiled	1.0	January 2017	Kersh Webster/EYFS Staff
Approved			