

## **Child Records Policy**

### **Policy statement**

Kingfisher Preschool 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 Kingfisher Preschool:

#### **Developmental records**

- These include observations of children at Kingfisher Preschool, photographs, video clips and samples of their work and summary developmental reports.
- These are kept in a secure filing cabinet near the playroom and can be freely accessed, and contributed to, by staff, the child and the child's parents.

#### **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 filing cabinet and are kept secure by Kingfisher Preschool Supervisor 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 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.
- Kingfisher Preschool will 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

- Kingfisher Preschool keeps 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.

**Legal framework**

- Data Protection Act (1998)
- Human Rights Act (1998)

**Date:** 8<sup>th</sup> October 2016

**Signed:**

**Kingfisher Preschool Manager**

**Review Date:** October 2017

**Staff Signatures:**

**I confirm that I have fully read and understand this policy. I will adhere to and follow the directives laid out in this policy.**

PRINTED NAME	POSITION	SETTING	SIGNATURE	DATE
