



## **Record keeping policy- Children's records**

### **Policy statement:**

We keep children's records for the purposes of operating our business, meeting legal requirements and storing and sharing information. These include personal and developmental records and are regarded as confidential on the basis of sensitivity of information. These are maintained with regard to the framework of the Data Protection Act, General Data Protection Regulation (GDPR) and Human Rights Act.

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

**Personal Records** include, but are not limited to:

- Nursery Registration Forms (paper), which include Contact Details, Medical Information, Consent Forms, signed Terms and Conditions
- Accident Forms (paper)
- Incident Forms (paper)
- Existing Injuries (paper)
- Medication Forms (paper)
- Weekly Registers (paper)
- Nappy changing charts (paper)
- Sleep charts (paper)
- Correspondence with parents, guardians and any outside agencies, as required
- Information sharing decisions with outside agencies

**Developmental Records** include, but are not limited to:

- Children's data held electronically in Tapestry or in paper form in their classroom, which includes observations of children in the setting, photographs, video clips, samples of their work and developmental reports.

### **Procedures**

- All records are the responsibility of the setting owner and manager.
- All records are kept in an orderly way in files and filing is kept up-to-date.
- All personal confidential records are stored in a lockable filing cabinet and are kept secure by the manager in the office or other suitably safe place.
- All developmental records can be freely accessed by parents and guardians through Tapestry, our online application and are contributed to, by staff, the children and the child's parents.

- Parents have access to personal records, 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.
- The setting owner or manager will record decisions for information sharing with outside agencies.

### **Record retention**

- When a child leaves the setting they are given an electronic copy of their Tapestry learning journey and the child's account is made inactive shortly after restricting parental access (usually within 1 month).
- Any information stored on Tapestry is
- For retention periods of Children's Records please see our Record Retention Periods Document.

### **Information Commission Office and Data Protection Officer**

Little Laura's is registered as a Data Controller with the Information Commissioners Office under registration reference

Our Data Protection officer is Laura Attfield

### **Linked policies and forms**

Confidentiality and Client Access to Records Policy  
Information Sharing Policy  
Record Keeping Policy – Provider Records  
Record Retention Periods

### **Legal framework**

Data Protection Act 1998  
General Data Protection Regulation (EU) 2016/679  
Human Rights Act 1998 Limitation Act 1980

Created:	November 2018
Updated by:	Ashwell-Symes (Manager)
Date to be reviewed:	November 2019