

Children's Records Policy

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 General Data Protection Regulations (GDPR) (2018) and the Human Rights Act (1998).



This policy and procedure is taken in conjunction with the Privacy Notice, Confidentiality and Client Access to Records Policy and the Information Sharing Policy.

Procedures

If a child attends another setting, we establish a regular two-way flow of appropriate information with parents and other providers. Where appropriate, we will incorporate comments from other providers, as well as parents and/or carers into the child's records.

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

Developmental records

- These include observations of children in the setting, photographs, and samples of their work and summary developmental reports.
- Our records for the children are kept online on Famly.

These contain all their observations, developmental reports.

We also have a folder on the computer with photographs.

The children and parents are invited to look through these records during our parent meetings, and parents can access Famly at any time using their individual log in.

When the child leaves the Nursery their online learning journey will either be transferred to the primary school if they use Famly or it will be available to download from the individual account. Parents are then able to keep and share this with other members of their family. Parental log in will be deleted after one month of the child leaving.

Personal records

These may include the following (as applicable):

- Registration and admission forms, signed consent forms, correspondence concerning the child and/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 the person in charge in the office or another suitably safe place.
- Parents have access, in accordance with our Privacy Notice and 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.
- We will ask for updated contact and emergency contact information bi - annually.
- Early Support – including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs a SEN action plan) and records of any meetings held.
- Welfare and child protection concerns – including records of all welfare and protection concerns, and our resulting action, meetings and telephone conversations about the child, an Education, Health and Care Plan and any information regarding a Looked After Child.
- We may be required to hand children's personal files to Ofsted as part of an inspection or investigation process; or to local authority staff conducting a S11 audit, if authorisation is seen. We ensure that children's personal files are not handed over to anyone else.
- 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 or 24 years respectively. These are kept in a secure place.

Archiving children's files

- When a child leaves our setting, we remove all paper documents from the child's personal file place them in an archive box and store in a safe place for three years. After three years they are destroyed.
- If data is kept electronically, it is encrypted and stored as above.
- Where there were S47 child protection investigations, we mark the envelope with a star and archive it for 25 years.
- We store financial information according to our finance procedures.

Other records

- We keep a daily record of the names of the children we are caring for and their hours of attendance on Family.

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

Legal framework

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act (1998)

Further guidance

- Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)

This policy was adopted at a meeting of: Thorney Island Nursery

Held on: 4th May 2026

Date to be reviewed: May 2027

Signed on behalf of the committee: _____

Name of signatory: _____

Role of signatory: _____

Manager's signature: _____

Manager's name: Karen Theobald