

Record Keeping

Children's Records and Provider's Records

Children's Records

Policy statement

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 Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

Procedures

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.
- These are usually kept in the playroom, stored in a lockable filing cabinet and can be accessed, and contributed to, by staff, the child and the child's parents.

Personal records

- These include registration and admission forms, signed consent forms, and 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 locked cupboard.
- Parents have access 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 or Safeguarding the child. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- We retain children's records in accordance with the recommendations from the Borough.
- After they have left the playgroup the children's records are transferred and stored at our secure unit at Anchor Storage. The supervisor has the only access.

Provider records

Policy statement

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

- Records pertaining to our registration.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act and the Human Rights Act.

Procedures

- All records are the responsibility of the committee who ensure they are kept securely.
- All records are kept in an orderly way in files and filing is kept up-to-date.
- Financial records are kept up-to-date for audit purposes.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records, whether in paid or unpaid employment, are kept securely and confidentially.

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998

This policy was adopted at a meeting of	Shaw Ridge Playgroup	name of setting
Held on	<hr/>	(date)
Date to be reviewed	<hr/>	(date)
Signed on behalf of the management committee	<hr/>	
Name of signatory	<hr/>	
Role of signatory (e.g. chair/owner)	Chairperson	
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