50. CHILDREN'S RECORDS

Policy statement

At ASK, 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).

During an outbreak of serious illness of disease (such as Covid-19) there may be the need to keep additional records as part of outbreak management. A record is kept of individual cases of children/families who are self-isolating due to symptoms as per usual record-keeping procedures. In all cases the principles of data protection are maintained.

This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and our Information Sharing Policy.

Procedures

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

We keep two kinds of records on children attending ASK:

Developmental records

- These include observations of children at ASK, photographs, samples of their work and summary developmental reports.
- These are usually kept in the ASK office and in our nursery management software, and can be accessed, and contributed to, by our members of staff, the child, and the child's parents/carers.

Personal records

These may include the following:

- Personal details – including the child's registration form and any consent forms. The registration forms are regularly updated during progress meetings by parents/carers, and additional information added will be resigned by parents/carers. Additional emergency contact numbers should be provided by parents/carers.
- Contractual matters – including a copy of the signed parent/carers contract, the child's days and times of attendance, a record of the child's fees, any fee reminders or records of disputes about fees.

- Child's development, health and well-being – including a summary only of the child's EYFS profile report, a record of discussions about everyday matters about the child's development health and well-bring with the parent/carer.
- Early Support – including any additional focussed intervention provided by ASK (e.g. support for behaviour, language or development that needs an Individual Education 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, a Statement of Special Educational Need and any information regarding a Looked After Child.
- Correspondence and Reports – including a copy of the child's 2 Year Old Progress Check (as applicable), all letters and emails to and from other agencies, and any confidential reports from other agencies.
- These confidential records are stored electronically and in a lockable file or cabinet, which is always locked when not in use, and which our owner and manager keep secure in the ASK office.
- We read any correspondence in relation to a child, note any actions and file it immediately
- We ensure that access to children's files is restricted to those authorised to see them and make entries in them, this being our owner, manager, deputy, or designated person for child protection, the child's key person, or other members of staff as authorised by our owner or manager.
- 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 an S11 audit, as long as authorisation is seen. We ensure that children's personal files are not handed over to anyone else to look at.
- Parents/carers have access, in accordance with our Privacy Notice, Confidentiality 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.
- Our members of staff will not discuss personal information given by parents/carers with other members of staff, except where it affects planning for the child's needs. Our staff induction programme includes an awareness of the importance of confidentiality in the role of the key person.

- We retain children's records for six years after they have left ASK, except records that relate to an accident or child protection matter, which are kept until a child reaches the age of 25 years. These are kept in a secure place.

Archiving children's files

- When a child leaves ASK, we remove all paper documents from the child's personal file and place them in an envelope, with the child's name and date of birth on the front, and the date they left.
- We seal this and place it in our locked filing cabinet for six years. After six years it is destroyed.
- If data is kept electronically, it is encrypted and stored securely.
- Where there were s.47 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, their hours of attendance, and the name of their key person.
- Students on recognised qualifications and training, when they are observing at ASK, 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 by:	ASK Kindergarten & Clubs
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Signatory:	Mark Stewart
Role of Signatory:	Owner & Ofsted Registered Provider