



Lyndhurst Pre-School

Children's Records and Data Protection Policy

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

Unique child	Positive Relationships	Enabling Relationships	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.1 Observation, assessment and planning	

Our Data Protection Lead is Janet Malcom

Procedures

If a child attends another setting, we establish a regular two-way flow of appropriate information with parents and other providers.

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

1. Developmental records for our Digital Learning Journey

These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports. These are contributed to by the child's keyperson, staff, the child and the child's parents.

Paper copies of their reports and assessments and the children's profiles are kept in the keyperson files and their Learning Journeys are stored online in The Learning Book and can be accessed, and contributed to, by our staff, the child and the child's parents.

2. Personal records

These may include the following:

- **Personal details** - including the child's registration form, signed by parent and any consent forms.
- **Contractual matters** - including 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 the child's EYFS progress report, a record of discussions about every day matters about the child's development health and well-being with the parent.
- **Early Support** - including any additional focused intervention provided by our setting (e.g. support for behaviour, language or development that needs an 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 Care Plan and any information regarding a Looked After Child.
- **Correspondence and Reports** - including a copy of the child's 2 Year Old Progress Check, all letters and emails to and from other agencies and any confidential reports from other agencies.
- These confidential records are stored in a lockable file or cabinet, which is always locked when not in use and which our manager keeps secure in an 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 are restricted to those authorised to see them and make entries in them, this being our Manager, Deputy or designated person for child protection, the child's key person, or other staff as authorised by our Manager.

- We may be required to hand children's personal files to Ofsted as part of an inspection or investigation process. We ensure that children's personal files are not handed over to anyone else to look at.
- Parents have access, in accordance with our Privacy Notice, to the files and records of their own children, but do not have access to information about any other child.
- Our staff will not discuss personal information given by parents 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 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 25 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 and place them in a sealed file and kept securely in the office for three years. After three years it is destroyed.
- If data is kept electronically it is encrypted and stored as above.
- Where there were any child protection issues, records will be archived 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 names of their key person.
- Students on training are advised of our Confidentiality Policy and are required to respect it.
- We email our Privacy notice/Children's Records Policy to new parents before they start at our setting.
- When we send emails we send them via 'Undisclosed recipients' and do not disclose names, addresses, emails, phone numbers etc.

Legal framework:

General Data Protection Regulation (GDPR) May 2018

Human Rights Act 1998

This policy was adopted at a meeting of Lyndhurst Pre-School Directors

Held on (date)

Signed on behalf of the Pre-School