

## Children's Records

### *Policy*

At Harvey Bears we have a record keeping system that meets the legal requirements of General Data Protection Regulations (GDPR) and the Human Rights Act (1998)

### *Procedures*

In the setting we keep two kinds of records,

#### *Personal Records*

These may include: -

- Personal details - including the child's registration form and any consent forms. These will include any necessary family information such as addresses, phone numbers of parents and contacts.
- Contractual Matters - including a copy of a signed parental contract, the child's days and times of attendance, any fee reminders or disputes about fees.
- Child's development, health and well-being.
- Copies of Nursery Educational Funding forms containing parental names, addresses and National Insurance numbers.
- Early Support and records of any outside agencies. A copy of an EHCP if necessary.
- Welfare and child protection concerns.
- Correspondence and Reports, a copy of the child's 2 year assessment.
- Copies of relevant email correspondence.
- These records are kept in a lockable filing cabinet behind a locked door.
- We restrict access to children's files to senior staff.
- We may need to show children's files to OFSTED as part of an inspection or to local authority staff conducting an audit.
- Parents can have access to information about their own child.
- Our staff will not share any personal information and annually sign a confidentiality form.
- We retain children's records for 3 years after they have left except for accident, incident or child protection records which are kept until the child is 21.

#### *Developmental records.*

- Most developmental records are kept on the Family app, including any 2 year checks, please see our Family policy.
- Any admission forms containing private information are kept in a locked filing cabinet.

- Where a child attends more than one setting we often have two-way communication. Where possible we will incorporate any information from other providers as well as the parent's into our records.

#### *Archiving children's files*

- When a child leaves our setting any written documentation is kept in an appropriate place for an allotted amount of time. After this allotted time it is shredded or burnt.
- If data is kept electronically it is archived safely.
- Where there is S47 child protection investigations the information is kept in a locked place for 25 years.
- We store financial information according to our finance procedures.

#### *Other Records*

- We keep a daily record of the children's names who are present on that day, including who brought and collected them.
- Students are advised of the GDPR, confidentiality and Client access to records policy and must adhere to these.