

Felixstowe Nursery School

Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help to ensure the needs of all children are met

Children's records

Statement; - Our setting has record keeping systems in place that meet the legal requirements. Means of storing and sharing that information takes place within the Data Protection Act (1998) and the Human Rights Act (1998)

This policy and procedure is taken in conjunction with our 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 the children in our setting:

Developmental records

- The children's 'Learning Journeys' are maintained and completed by the child's allocated key person, they include observations of the children, photographs, samples of their work and half/termly summaries of their development. It also includes targets and next steps to enhance interests and promote future development. If applicable the child's IEP (individual education plan) will also be included.
- Development records are kept in the main play room during session so staff and parents can access them to add observations, pieces of work and other comments and contributions.
- When not in session they are stored in our large lockable storage cupboard.
- Parents only access their own child's record.
- Once the Learning Journeys are started they remain within the setting at all times.

Personal records

These include the following:-

- Personal details – including the child's registration form and any consent forms.
- Contractual matters – 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 every day matters about the child's development health and well-being with the parent.
- Early Support – including any additional focussed 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 and 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 (as applicable), 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 the manager keeps secure in a suitably safe place.
- 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 manager, deputy who are designated persons 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; or to local authority staff conducting a 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 have access, in accordance with our 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 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.

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 robust 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 an archive box, stored in a safe place (i.e. a locked cabinet) for three years. After three years it is destroyed.
- 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 names of their key person.
- Documentation relating to the employment of staff and their personal details. This information is treated with confidentiality and only accessed by those necessary
- Documentation relating to college students, work experience students and volunteers. They all are made aware of the importance of confidentiality on induction and are asked to adhere to our policies and practises.

Legal Framework

- Data Protection Act (1998)
- Human Rights Act (1998)

This policy was adopted at a meeting of Felixstowe Nursery School.

Held on

Date to be reviewed.....

Signed by Chairperson.....

Signed by Manager.....