



TCC Christian Preschool

Record Keeping Policy

Children's Records

Policy Statement – There are record keeping system in place that meet legal requirements, means of storing and sharing that information take place within the framework of the General Data Protection Regulation (2018) and the Human Rights Act (1998).

This policy and procedure is in conjunction with the **Confidentiality Policy** and **Information Sharing Policy**.

Procedures

Developmental Records

- These include observations of children in the preschool, photographs, samples of work and developmental reports.
- Each child has a keyworker book with the above in them.
- These records are kept in the preschool and can be freely accessed by staff and by parents on request.

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 matter.
- These records are stored in a lockable cupboard.
- Parents/carers have access, in accordance with our 'Client access to Records', to the files and records of their own child but do not have access to information about other children.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality.
- Children's records are retained for three years after they have left the setting in a secure place. After this time all records are shredded.

Other Records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students, when observing in the preschool for recognised qualifications, are advised of our confidentiality policy and are required to respect it.
- Each child also has a home/school diary in which parents and staff use as a form of communication.

Provider Records

Policy Statement – We keep records for the purpose of maintaining our business. These include: -

- Registration records
- Financial records pertaining to income and expenditure
- Risk assessments
- Employment records of staff
- Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods

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 Human Rights Act.

This policy and procedure is in conjunction with the **Confidentiality Policy** and **Information Sharing Policy** and is inclusive of all staff and children and all are treated equally.

Procedures

- All records are the responsibility of the manager who ensures 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, including risk assessments, details of checks or inspections and guidance etc.
- Ofsted registration certificate is displayed
- Public liability insurance certificate is displayed
- All employment and staff records are kept securely and confidentially

Legal Framework

- General Data Protection Regulations (May 2018)
- Human Rights Act 1998

Other Useful Pre-school Learning Alliance publications

- Accident Record (2008)
- Accounts Record (2005)
- Child Protection Record (2007)
- Employment in Early Years Settings (2007)
- Medication Record (2006)
- Register and Outings Record (2006)

- Risk Management in Early Years Settings (2007)
- Summary Complaints Record (2006)

Further Guidance

- Information Sharing: Practitioners Guide (DfES 2008)

1.2 Inclusive practice	2.1 Respecting each other	3.1 Observation, assessment and planning 3.3 The learning environment	
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Signed Manager

Date