



Children's records policy

(Including the transfer of records)

Policy statement

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 (2018) and the Human Rights Act (1998).

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 seek to 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 children attending our setting:

Developmental records

- These include observations of children in the setting, photographs and samples of their work as well as best fits, assessments and two year checks.
- The learning journal is online through Family and can be accessed at all times by parents.
- Parents are able to comment on their children's pictures and add to the journal.

Personal records

These may 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 –a record of discussions about every day matters regarding 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 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, 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 filing cabinet located in the 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 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; 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 Privacy Notice, 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.
- 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 24 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 robust storage. After three years this information is destroyed.

- Where there were child protection investigations we archive the file 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 work experience or students and staff working towards other recognised qualifications and training, when they are observing in the setting, are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.

Sharing information with other settings

We recognise that children will sometimes attend another setting during the week. It's important that ourselves and the other setting share children's learning and development. This helps to build a larger picture and see where children need extra help and support. When sharing information with other settings we are sensitive to the information we are sending and only send the relevant assessment to the setting. No other information will be sent to the setting about the child. We will always ask for parents' permission before sharing information with another setting.

Procedures

Transfer of development records for a child moving to another early years setting

- Using the Early years foundation stage (DfE 2021), development matters 2021, birth to 5 matters 2021 and our assessment of children's development and learning, the key person will prepare a summary of achievements in the seven areas of learning and development.
- The record refers to:
 - any additional language spoken by the child and his or her progress in both languages;
 - any additional needs that have been identified or addressed by the setting;
 - Any special needs or disability, whether there is an Education and Healthcare Plan, and the name of the lead professional.
- The record contains a summary by the key person and a summary of the parent's view of the child.
- The document may be accompanied by other evidence, such as photos or drawings that the child has made.

Transfer of records to school

We recognise that children sometimes move to another early years setting before they go on to school, although many will leave our setting to enter a nursery or reception class.

We prepare children for these transitions and involve parents and the receiving setting or school in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage in our setting; in order to enable smooth transitions, we share appropriate information with the receiving setting or school at transfer.

Confidential records are shared where there have been child protection concerns according to the process required by Gloucestershire Safeguarding Children Board.

The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

Procedures

Transfer of development records for a child moving to school

- Using the Early years foundation stage (DfE 2021), development matters 2021, birth to 5 matters 2021 and our assessment of children's development and learning, the key person will prepare a summary of achievements in the seven areas of learning and development.
- The record refers to:
 - any additional language spoken by the child and his or her progress in both languages;
 - any additional needs that have been identified or addressed by the setting;
 - Any special needs or disability, whether there is an Education and Healthcare Plan, and the name of the lead professional.
- The record contains a summary by the key person and a summary of the parent's view of the child.
- Gloucestershire County Council provide an assessment format for school transitions. This will be used alongside an assessment on Famly.
- If there have been any welfare or protection concerns, a star is placed on the front of the assessment record.

Transfer of confidential information

- The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in the setting and what was done about them.
- A summary of the concerns will be made to send to the receiving setting or school, along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these.
- Where an Education and Healthcare Plan has been raised in respect of any welfare concerns, the name and contact details of the lead professional will be passed on to the receiving setting or school.
- Where there has been a s47 investigation regarding a child protection concern, the name and contact details of the child's social worker will be passed on to the receiving setting or school – regardless of the outcome of the investigation.
- This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked as 'confidential'. A hard copy is kept for 12 months in case of loss or query and is then destroyed.
- We do not pass any other documentation from the child's personal file to the receiving setting or school.

This policy was reviewed September 2021.

Signed on behalf of the committee by

This policy is to be reviewed annually unless legislation requires before.

