



COUNTESS GYTHA PRESCHOOL

Record keeping policy

Aim

We have record keeping systems in place for the safe and efficient management of the setting and to meet the needs of the children; that meet legal requirements for the storing of information within the framework of the GDPR and the Human Rights Act.

Objectives

- Children's records are kept in personal files, and are stored separately from their developmental records.
- Children's personal files contain registration information.
- Ethnicity data is only recorded where parents have identified the ethnicity of their child themselves.
- Confidentiality is maintained by secure storage of the files in a locked cabinet with access restricted to those who need to know.
- Staff know how and when to share information effectively if they believe a family may require a particular service to achieve positive outcomes.
- Staff know how to share information if they believe a child is in need or at risk of suffering harm.
- Staff record when and to whom information has been shared, why information was shared and whether consent was given. Where consent has not been given and staff have taken the decision, in line with guidelines, to override the refusal for consent, the decision to do so is recorded.
- Guidance and training for staff specifically covers the sharing of information between professions, organisations, and agencies as well as within them, and arrangements for training takes account of the value of multi-agency as well as single agency working.

Records

The following information and documentation are also held:

- name, address and contact details of all staff employed on the premises
- a daily record of all children looked after on the premises, their hours of attendance and their named key person
- records of risk assessments
- records of complaints

Legal references

General Data Protection Regulation 2018

Human Rights Act 1998

Statutory Framework for the Early Years Foundation Stage (DfE 2021)

Data Protection Act 2018

Further guidance

Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HMG 2018)

Updated: January 2023

Next review date: January 2024