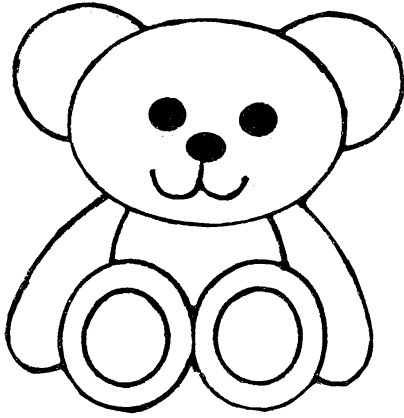




Great Bardfield Pre-School.

Braintree Road, Great Bardfield,

CM7 4RN

01371 811580

Children's records:

Policy Statement:

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of GPDR (May 2018) and the Human Rights Act.

This policy and procedure are taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

Procedures:

We keep two kinds of records on children attending our setting:

Developmental records

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are kept in the main playroom so staff can freely access, and contributed to, by staff, the child and the child's parents.

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 matters.
- These confidential records are stored in a lockable cabinet in the store room and are kept secure by the person in charge.
- Parents have access, in accordance with our 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.

- Staff will not discuss confidential 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 in the role of the key person.

Other records:

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential and are only available to the people directly involved with making personnel decisions.
- Students on recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

Legal Framework:

- GDPR (May 2018)
- Human Rights Act 1998

Further guidance

Information Sharing: (July 2018)

This Policy was at a meeting of
Great Bardfield Pre School

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management
committee

Name of signatory

Role of signatory (e.g. chair/owner)
