

# Nursery Childcare Policy – Record Keeping and Confidentiality

**Relating to:** Nursery

**Document reference:** SHCPolNur19

**Document owner:** Nursery Manager

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**Date of next review:** 25 January 2025

## **Policy Statement**

High quality record keeping is essential in Early Years settings, there are record keeping procedures in place that meet legal requirements in conjunction within the General Data Protection Regulation (GDPR) and the Human rights Act 1998.

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

## **Developmental Records**

- These include observations, photographs, termly summary records, cohort of data, signed consent forms and samples of children's work. These are usually kept within the childcare rooms and can be freely accessed and contributed to by staff, children, and the child's parents.
- Playrooms are locked securely at the end of the day.

## **Personal Records**

- These include registration & admission forms, home accident, accident & incident report forms, contact report forms with other professionals, safeguarding & child protection records.
- Parents need to ensure they seek permission from anyone whom they may be using as an emergency contact.
- These confidential records are stored in the Manager's office, which is locked securely at the end of the day.
- Parents have access to any records of their own children but do not have access to information regarding any other child.
- Staff discuss personal information given by parents with other staff on a "Need to know" basis and are fully aware for the importance of confidentiality.
- We retain children's records in line with the legal and recommended timescales for after the child has left the setting; these are kept securely in the Manager's office.

## **Provider Records**

- These include records for maintaining our business such as: Financial records, risk assessments & employment and training records on staff.
- Our records are regarded as confidential and are maintained in conjunction with The General Data Protection Regulation (GDPR) and the Human rights Act.

## **Aims**

- To ensure all confidential records are kept securely in the Manager's office.
- All records are kept in an orderly way and kept up to date.
- Financial records are kept up to date for audit purposes.
- Health & Safety records such as risk assessments, daily checks & records, inspections etc. are maintained.
- Our OFSTED registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially with the majority being held in the Human Resources department.

## **Transfer of Records to Schools & Other Settings**

### **Policy Statement**

We recognise that children sometimes move to other settings or leave our setting to start reception class and developmental records need to be passed to the new provider.

- When a child is moving to another Early Years setting, records of development including the child's EYFS tracker profile is given to the parent for them to pass on to the child's new key person. Parents are required to sign documentation to say they have received their child's records.
- When a child is leaving to start reception class, two staff members are responsible for taking the child's records to their chosen school and handing them over to reception staff within the school. Schools are required to sign documentation to say they have received children's records.

### **Transfer of Confidential Information**

- The receiving setting or school need to be informed of concerns that have been previously raised in the setting and what was done about them.
- Such documentation will be set out on a contact report form, posted to the setting/school in an envelope for a designated person, and marked confidential or sent via secure email.
- Social Worker and contact details will also be passed on to an identified contact person for the child/children.

## **Scope of the Policy**

This policy applies to all staff, parents & children of the childcare facility.

## **Associated Policies**

- Safeguarding & Child Protection
- Managing Children's behaviour
- Communications
- Health & Safety
- Equality & Inclusion
- Visits & Outings
- Medications & Ill Health
- Parental Participation
- Induction of Staff & Students
- Intimate Care
- Key Person & Settling In
- Working in Partnership with Other Agencies
- Emergency Lock down
- Data Protection & Information Sharing
- Nappy Changing
- Transition
- Special Educational Needs
- Code of Conduct for Parents, Guardians, Visitors & Contractors
- Record Keeping & Confidentially
- Dummies
- Whistleblowing
- Supervision
- Staff behaviour
- Internet Use
- Education & Curriculum
- Biting

## **Access to the Policy**

This policy will also be issued to all Childcare Facility staff and made available to the users of the Childcare Facility. A copy of all policies will also be held centrally in the Childcare Facility Manager's office.

## **Post-Holder to Contact**

Director of Student Services.

