

07 Record keeping policy

Alongside associated procedures in 07.01 to 07.12 Record keeping, this policy was adopted by Little Doves Christian Pre-School on 2nd September 2021, updated in August 2022 and reviewed July 2023, August 2024.

Aim

Little Doves CP has record keeping systems in place for the safe and efficient management of the pre-school and to meet the needs of the children; that meet legal requirements for the storing and sharing of information within the framework of the GDPR, which are further explained in the 07.06 Data protection and privacy notice that is available to read on the Little Doves CP website and the Human Rights Act.

Objectives

- Children's personal files are kept in the Child's Details Folder and stored separately from their developmental records.
- Children's personal files contain registration information as specified in procedure 07.01 Children's records and data protection.
- Children's personal files may contain other material described as confidential as required, such as Common Assessment Framework assessments, Early Support information or Education, Health and Care Plan (EHCP), case notes including recording of concerns, discussions with parents/carers, and action taken, copies of correspondence and reports from other agencies.
- Ethnicity data is only recorded where parents/carers have identified the ethnicity of their child themselves.
- Confidentiality is maintained by secure storage of files in a locked cabinet with access restricted to those who need to know. Client access to records is provided for within procedures 07.03 Client access to records and 07.01 Children's records and data protection.
- 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 the provider and all staff employed on the premises
- name address and contact details of any other person who will regularly be in unsupervised contact with children
- a daily record of all children looked after on the premises, their hours of attendance and their named key person
- certificate of registration displayed and shown to parents/carers on request
- public liability insurance certificate displayed
- records of risk assessments
- record of complaints
- financial records pertaining to income and expenditure
- landlord/lease documents and other contractual documentation pertaining to amenities, services and goods

Legal references

General Data Protection Regulation 2018

Freedom of Information Act 2000

Human Rights Act 1998

Statutory Framework for the Early Years Foundation Stage (DfE 2023)

Data Protection Act 2018

Further guidance

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