



Title	Children's records
Code	LPGDRKCR
Author	PLA 2008; B Ward
Version	1.2
To be renewed on	MAY 2010
Setting Details	Linton Granta Playgroup and Toddlers Linton Village College, Cambridge Road, Linton, Cambridge, CB21 4JB Tel. 07806 744 864 Email: info@lintongrantaplaygroup.org.uk

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 the Data Protection Act and the Human Rights Act.

This policy and procedure is 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 may include observations of children in the setting, photographs, video clips and samples of their work and Early Years Foundation Stage Learning and Development Records.
- These are usually kept in the playroom and can be freely accessed, 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 file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.
- 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 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.
- We retain children's records for three years after they have left the setting. These are kept in a secure place.

- Registers must be kept for a minimum period of 21 years.
- Safeguarding and Child Protection records are stored separately from children's general records and should only be accessed by Designated persons for Child Protection.
- No records about any child must leave the setting without consent from the leader and/or member of the executive committee.
- Staff must not share information about the children in our care either verbally or in writing to other persons, including members of the management committee, or other professionals without express parental consent (preferably in writing). This forms part of the terms of their contract of employment.
- Relevant records about a child will follow the child should they change setting with a covering note and to be addressed to the specific person in accordance with Linton Granta Plagroup's Information Sharing Policy.

Other records

- For the purposes of administration the treasury team, admission officer and pre-school leader and deputies may key information about children and their families away from the setting for the purposes of:
 - a) Raising invoices and Nursery Education Funding
 - b) Maintaining the waiting list and registration data base
 - c) Emergency contact use

These records must be stored securely.

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on recognised qualifications and training courses, are advised of our confidentiality policy and are required to respect it when they are observing in the setting.
- We keep a record of all persons (children, staff and visitors) who enter our setting during normal opening hours.

Access to records

- See the LGPG client access to records policy and Information Sharing Policy

Legal Framework

Data Protection Act 1998
Human Rights Act 1998

Further guidance

Information Sharing: Guidance for practitioners and managers (DCFS 2008)

This policy was adopted at a meeting of Linton Granta Playgroup		
Held on	2 nd July 2009	
Date to be reviewed	MAY 2010	
	First signatory	Second Signatory
Signed on behalf of the Management committee		
Name of signatory	Ann King	Vanessa Webb
Role of signatory	Chair	Secretary