



# Bevan Lodge Community Pre-School CIO

## RECORD KEEPING POLICY - (Data Protection)

### BUSINESS RECORDS

#### Policy Statement

We keep records for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff including their name, home address and telephone number.
- Name, address and telephone number of anyone else who is regularly in unsupervised contact with the children

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records. These confidential records are maintained with regard to the framework of the EU general data Protection regulations (GDPR) and the Human Rights Act (1998). This policy and procedure is taken in conjunction with the Confidentiality and Information Sharing Policy.

#### Procedures

- All records are the responsibility of the Pre-School Book Keeper/registrar and Pre-school Manager who ensure they are kept securely. They report to the Pre-School management Committee.
- All records are kept in an orderly way in files and filing is kept up-to-date.
- Financial records are kept up-to-date for audit purposes.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.



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We notify Ofsted of any change:

- in the address of our premises;
- to the premises which may affect the space available to children and the quality of childcare available to them;
- our name and address and contact information;
- to the person managing the setting (Pre-School Supervisor);
- any significant event which is likely to affect our suitability to look after children; or
- any other event as detailed in the Early Years Foundation Stage (EYFS).

## CHILDREN'S RECORDS

### Policy Statement

We have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the General Data Protection Regulations (GDPR) and the Human Rights Act (1998).

This policy and procedure is taken in conjunction with the Confidentiality and Information Sharing Policy.

### Procedures

If a child attends another setting, we establish a regular two-way flow of appropriate information with parents and other providers. Where appropriate, we will incorporate comments from other providers, as well as parents and carers into the child's records.

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

#### 1. Developmental Records

- These include observations of children in the pre-school, photographs, video clips and samples of their work and summary developmental reports.
- These are kept in the main hall way and can be freely accessed, and contributed to, by staff, the child and the child's parents.
- A child's key person is permitted to take home written developmental strands and written observations (no photographs, in order to keep Learning Journals up to date. Due to the numbers and needs of the individual children attending the setting, there is no allocated time during the session for staff to complete these whilst at Pre School.
- All staff are required to ensure developmental records are available at each session.
- All staff are DBS checked and this is continuously monitored by the manager.



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## 2. 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.
- Child's development, health and well-being - including a summary only of the child's EYFS profile report, a record of discussions about every day matters about the child's development health and well-being with the parent.
- Early Support - including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an Individual Education Plan) and records of any meetings held.
- Welfare and child protection concerns - including records of all welfare and protection concerns, and our resulting action, meetings and telephone conversations about the child, an Education, Health and Care Plan and any information regarding a Looked After Child.
- Correspondence and Reports - including a copy of the child's 2 Year Old Progress Check (as applicable), all letters and emails to and from other agencies and any confidential reports from other agencies.
- These confidential records are stored in a lockable filing cabinet, which is secure in the main hall way.
- We ensure that access to children's files is restricted to those authorised to see them and make entries in them, this being the Pre-School Manager, Deputy Manager, Designated Safeguarding Children Lead, SENCO, the child's key person, or other staff as authorised by Pre-School Manager.
- We may be required to hand children's personal files to Ofsted as part of an inspection or investigation process; or to local authority staff conducting a S11 audit, as long as authorisation is seen. We ensure that children's personal files are not handed over to anyone else to look at.
- Parents have access, in accordance with our Confidentiality and Information Sharing Policy, to the files and records of their own children, but do not have access to information about any other child.

All parents, by completing application forms, agreed to the use of their personal details exclusively by Bevan Lodge Pre School CIO.

We fulfil the terms of the GDPR in the lawful processing of this data for the duration of their time with us and this information is kept safely archived for a period of time in accordance with the PLA, once the individual child has left Bevan Lodge Community Pre School CIO.



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## OTHER RECORDS

- We keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their key person.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students are advised of our Confidentiality and Information Sharing Policy and are required to respect it.

## LEGAL FRAMEWORK

- EU General Data Protection Regulation (GDPR)
- Human Rights Act 1998

Please see

Appendix 1 - PLA guidance for retention periods for records.

Appendix 2 - Privacy Notice.

This policy has been reviewed and adopted by Bevan Lodge Pre-school Management Committee.

Signed on behalf of the Management Committee:

\_\_\_\_\_ Signature

\_\_\_\_\_ Name

\_\_\_\_\_ Position

\_\_\_\_\_ Date