



St Nicolas Playgroup

Children's records policy

1.0 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) (2018) tailored by the Data Protection Act (2018) and the Human Rights Act (1998).

This policy and procedure should be read alongside our Confidentiality, Client Access to Records and Information Sharing Policy.

2.0 Data storage

Blossom Educational. This is an online secure database for recording children's information. All parents sign an agreement and set up a personal account prior to use.

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

2.1 Developmental records

- These include observations of children in the setting, photographs, video clips, and samples of their work, and summary developmental reports.
- Blossom Educational is used as an online learning journal where keyworkers and parents can add observations on a child's progress.

2.2 Personal records

These may include the following (as applicable):

- Personal details – including the child's registration form and any consent forms.
- Contractual matters – including a copy of the signed parent contract, the child's days and times of attendance, a record of the child's fees, any fee reminders, or records of disputes about fees.
- Child's development, health and well-being.



- Early Support – including any additional focussed intervention provided by our setting (e.g. support for behaviour, language, or development that needs a SEN action plan) and records of any meetings held.
- Welfare and child protection concerns – including records of all welfare and protection concerns, and any 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 Progress Check (as applicable), all letters and emails to and from other agencies, and any confidential reports from other agencies.

Confidential paper records are stored in a secure area in the shed, which is always locked when not in use.

3.0 Procedures for data storage

- If a child attends another setting, we establish a 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/or carers into the child's records.
- We read any correspondence in relation to a child, note any actions and file it immediately.
- We ensure that access to children's files is restricted to those authorised to see them and make entries in them, this being the manager, deputy, or designated person for child protection, the child's key person, or other staff as authorised by the 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 an 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 Privacy Notice, Confidentiality, and 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.
- Our staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Our staff induction program 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; except records that relate to an accident or child protection matter, which are kept until a child reaches the age of 21 years or 24 years respectively. These are kept in a secure place.

4.0 Archiving children's files

- When a child leaves our setting, we will hold onto records for a reasonable amount of time.

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- If data is kept electronically, it is encrypted and stored securely.
- Where there were s.47 child protection investigations, we mark the envelope with a star and archive it for 25 years.

5.0 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.
- Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.

6.0 Legal framework

- General Data Protection Regulations (GDPR) (2018)
- Human Rights Act (1998)

7.0 Further guidance

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents, and carers (2015)

This policy was reviewed by:	The Manager	Signed
On:	Date: 29 August 25	VE Evans
Date of next review:	Date: 29 August 26	