

Rainbow Early Years

Record keeping policy

Our Aim

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 1998, the Human Rights Act 1998 and General Data Protection Regulations (GDPR 2018).

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 include observations of children in the setting, photographs, video clips, displays and summary developmental reports.
- These also includes Two year old progress check, normally completed by child's key person and placed in the child's personal folder securely. This may also be stored securely on our office 365 computer system.
- Parents are encouraged to register with our online record keeping system the Interactive Learning Diary (ILD) to access their child's progress and development and add comments and observations from home.
- Children's progress and assessment will be stored on a safe server through the Pre School's agreement with the company, Interactive Learning Diary.
- Tablet computers are stored securely overnight. Access is password screen protected.

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 on-going 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 securely on the premises.
- Parents have access to the files and records of their own children on request, 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 or there protection.
- Staff/ student induction includes an awareness of the importance of confidentiality in all roles at the setting (key person, 1:1 support and office staff).
- Staff, students and parent committee read, sign and agree to a confidentiality agreement also.
- We retain children's records for three years after they have left the setting. These are kept in a secure place.

Students attending REY, when they are observing in the setting, are given a copy of our confidentiality policy and are required to sign to say they understand and will respect it as do all members of staff at REY.

Pre-school records

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

- Records pertaining to our registration.
- Records pertaining to our registration regarding health and safety, food hygiene.
- Contractual documentation pertaining to amenities, services and goods.

- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment and training records of staff.
- Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act 1998 and the Human Rights Act 1998.
- This policy and procedure is to be read in conjunction with the Confidentiality and Information Sharing policy.

Procedures

- All records are the responsibility of the whole staff team who ensure they are kept securely.
- 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 and in accordance with food hygiene and environmental health.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.
- Ensuring all paperwork is shredded in compliance with GDPR 2018.

Legal framework

- Data Protection Act 1998 /General Data Protection Regulation 2018
- Human Rights Act 1998

- Guidance taken from HM Government document- Information sharing - advice for practitioners providing safeguarding services to children, young people parents and carers. 2018.

Date of review: 8th August 2017 by the Manager.

Reviewed 14-8-18 J Clarke.

Reviewed 30-8-19 J Clarke.

Reviewed 4-8-20 J Clarke.

Date of next review: ___Annually_____