

Record Keeping

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 Regulation 2018 (GDPR)*'

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

Developmental records

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.

Personal records

These may include the following (as applicable):

- Personal details – including the child's enrolment form and any consent forms
- Parents details including contact information (address, phone numbers, email) and contact information for other adults (emergency contacts).
- Contractual matters – including a copy of the signed terms and conditions, 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 – information gathered via the enrolment form when the child starts at Into The Woods and any information added afterwards.
- Any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an SEN action 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.
- Dates and times of attendance.
- Accident and incident reports.

Procedures

- Children's records, as outlined above, are kept both electronically and on paper, depending on what is most appropriate and necessary. In all cases, the records are kept securely and are only accessible by a member of the Preschool staff or, on request, the parent of the child.
- Any paper records that are held by the Preschool staff during the course of a session (eg, contact details) are locked securely overnight.
- Shared electronic folders are shared only with Preschool staff.
- 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/or carers into the child's records.
- Parents have access, on request, to the files and records of their own children, but do not have access to information about any other child.
- Our staff induction programme 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.
- When staff leave the Preschool, their access to Tapestry and any other shared electronic folders is removed.
- Other than when sharing with other agencies or professionals, with parental consent, staff never share any information about a Preschool child outside of the nursery, or save electronic files in any location other than the secure shared folders.

Records are retained for these periods either in paper or electronic form, depending on what is more practical and secure. All retained records are held securely and can only be accessed by the nursery management.

Record	Retention Period
Children's records, including: <ul style="list-style-type: none"> • Attendance register • Medication records • Parental permission forms • Complaints • Contractual documentation • L/A data for funded places 	Six years after the child has left the setting.
Special circumstances, including: <ul style="list-style-type: none"> • serious complaint • issues of child protection • a child is badly injured • a child is on regular medication • a child has severe allergies • a child has a serious illness 	Records will be retained until the child reaches 25 years of age
Other records, which may contain personal information or images of children or families <ul style="list-style-type: none"> • Photographs/videos • Websites • Social media posts • Texts • Emails • Apps • Cloud storage 	Permission slips given by parents on behalf of children will be kept for 21 years and six months.
Records of any reportable death, injury, disease, dangerous occurrence, accident/incident records and risk assessments specific to a child	These will be kept until the child reaches 25 years old