



Children's records

Policy statement

At Southwell Smiley Faces 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 and Client Access to Records policy and Information Sharing policy.

Procedures

We keep two kinds of records on children attending Southwell Smiley Faces:

Developmental records

- These include observations of children in the setting, photographs, samples of their work and summary developmental reports.
- 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 filing cabinet and are kept secure by the Manager /Deputy.

- 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 Southwell Smiley Faces. These are kept in a secure place.

Other records

- 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 work placement/training, when they are observing in Southwell Smiley Faces, are advised of our confidentiality policy and are required to respect it.

The following policies also support our Children's Records Policy:

Information Sharing

Confidentiality and Client Access to Records

Maintaining Children's Safety and Security

Legal framework

- Data Protection Act 1998
- Human Rights Act 1998

This Policy is applicable to both Pre-School and Out of School Club.