

# Privett Montessori Nursery School

## Safeguarding and Welfare Requirement: Information and Records

### 10.4 Children's records

#### **Policy Statement**

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, Client Access to Records and Information Sharing Policies and Procedures.

#### **Procedures**

We keep two kinds of records on children attending our Nursery School:

##### *Developmental records*

- These include observations of children in the Nursery School, photographs, samples of their work and summary developmental reports.
- These are kept in each child's personal drawer 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 file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.
- 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 the Nursery School, except records that relate to an accident or child protection matter. These are kept until a child reaches the age of 21. All records are kept in a secure place.

#### *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 on PLA or other recognised qualifications and training, when they are observing in the Nursery School, are advised of our confidentiality policy and are required to respect it.

#### **Legal Framework**

- Data Protection Act 1998
- Human Rights Act 1998

#### *Further guidance*

- Information Sharing: Practitioners' Guide (DCSF 2015)