



## Ladybird Playgroup Thriplow CIO – Children’s Records Policy

School Lane, Thriplow, Royston, Herts, SG8 7RH

CIO Charity Number 1162435

Tel: 01763 208055 Email: [ladybirdplaygroupthriplow@gmail.com](mailto:ladybirdplaygroupthriplow@gmail.com) Web: [www.ladybird-playgroup.co.uk](http://www.ladybird-playgroup.co.uk)

## Children’s records

### Statement of Intent

Ladybird Playgroup & Pre-School acknowledges that providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met. The Children’s records policy along with the other data protection policies set out how we will achieve this.

### Aims

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) and the Human Rights Act (1998).

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

### Procedure

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.

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

1. Developmental records

These include observations of children in the setting, samples of their work, summary developmental reports and records of achievement.

They are kept within the Ladybird Playgroup Thriplow CIO and can be accessed, and contributed to, by staff, the child and the child’s parents.

Anonymised paper observations are taken home by staff to ensure developmental records are kept up to date regularly. These observations are text-only (they never contain photographs), children’s names are anonymised and no other personal data is attached to them. The data is transported in accordance with our Data Transport agreement with Ofsted. The observations are signed out, transported in a secure file with no



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other data which can link them to Ladybird Playgroup and are signed back into Ladybird before being shredded. Staff sign confidentiality agreements to ensure that when updating Development Records data is kept confidential including ensuring all electronic records are password protected.

### 2. Personal records

These include:

- Personal details - registration and admission forms, signed consent form.
- Child’s development, health and well-being – including a summary only of the child’s Early Years Foundation Stage (EYFS) profile report, a record of discussions about every day matters about the child’s development health and well-being with the parent 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.
- Early Support – including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs a Special Educational Needs (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.
- Correspondence and Reports – including a copy of the child’s 2 Year Old Progress Check (as applicable), all letters and emails to and from other agencies and any confidential reports from other agencies.

These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge within the Ladybird Playgroup Thriplow CIO.

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 our manager, deputy or designated person for child protection, the child’s key person, or other staff as authorised by our manager.



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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 a 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.

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 the following length of time:

- Accident, Injury and First Aid Recording - 40 years since the date of the last entry.
- Accident/medical records as specified by the control of substances hazardous to health regulations (COSHH) - 40 years from the date of the last entry.
- Attendance register – At least 3 years after the child has left the provision.
- Booking forms – At least 3 years after the child has left the provision.
- Child record and emergency contact slips – At least 3 years after the child has left the provision.
- Complaints Record – Recommended at least six years from the date of the last record.
- Concerns about a child, existing injury forms, illness records, absence records, incident records and child welfare records including Local Safeguarding Record forms - Transferred to the new setting/school with the child when they leave the setting. If new setting/school unknown then setting to retain for 6 years from the date of last entry and then archive until the child reaches 25 years old.
- Learning and Development information including child progress reports – Retained until a child starts school or leaves to attend a new setting.
- Local Authority Funding Form – 7 years.
- Permission Forms – Until a child is 21 years and 3 months.



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- Photographs - Until photograph is no longer required (i.e. after use in that term's development folder) or until child leaves the setting.
- Policies and procedures including acknowledgement of receipt - 5 years after a child leaves or until next Ofsted Inspection.
- Records of any reportable death, injury, disease or dangerous occurrence. - 3 years after the date record was made.
- SEN Records – until the child reaches 24.

### Archiving children’s files

When a child leaves our setting, we remove all paper documents from the child’s personal file and place them in a robust envelope, with the child’s name and date of birth on the front and the date they left. We seal this and place it in an archive box, stored in a safe place (i.e. a locked cabinet). The records are kept in accordance with the data retention periods set out above.

Hard copy documents are shredded once data retention periods have been reached.

If data is kept electronically it is encrypted and stored as above.

Electronic copy documents are electronically deleted once data retention periods have been reached.

Where there were s.47 child protection investigations, we mark the envelope with a star and archive it for 25 years.

We store financial information according to our finance procedures. Further details on this are set out in the Provider Records policy.

### 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.



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### Legal framework

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

### Further guidance

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

This policy was adopted at a meeting of the Ladybird Playgroup Thriplow CIO	
Held on (date)	
Signed on behalf of the Ladybird Playgroup Committee	
Role of signatory (e.g. chairperson etc.)	
Signed by Playgroup Leader/Deputy	
Name of Playgroup Leader/Deputy	