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## Children's Records 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 Act 2018 and the Human Rights Act 1998.

### Procedures

We keep the following records on children attending our setting:

- Developmental records including observations of children at the preschool, photographs, video clips and samples of their work and summary developmental reports
- These are freely accessed and contributed to by staff, the children and the children's parents

### Personal records

- Registration and admission forms, signed consent forms, 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 matters involving the child such as developmental concerns or child protection matters
- These confidential records are stored in a lockable file or cabinet and kept secure by the Preschool Leader in the preschool office or staff cupboard
- Parents have access to the files and records of their own children but not of any other child
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for a child's needs. Staff Induction includes awareness of the importance of confidentiality in the role of the key person. Staff sign a confidentiality agreement each year
- We retain the children's records for accidents until the child reaches 21 years. These are kept in a safe place. Records relating to child protection are passed on securely to the next setting
- We keep records of names, dates of birth, hours of attendance, parental responsibility and other family members, emergency contact details, medical records, dietary requirements, allergies and special health requirements and the names of the child's key persons. Information about individual children's early years funding, gender, ethnicity, special educational needs status, accidents that happen while in our care, and medicines administered are also kept. Pre-existing accidents or injuries which happened outside the setting are noted along with explanations by parents



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This policy was adopted at a meeting of: The Committee of Bradpole Preschool

Held during the Autumn Term 2019

Date to be reviewed: Autumn Term 2020