Records and Information Management Policy

This policy incorporates the following policies:
The Children's Records Policy, the Confidentiality and Information Sharing Policy, the Provider Records Policy, the Secure Storage, Handling, Use, Retention, and Disposal of Disclosure Information Policy and the Transfer of Records to School Policy.

Policy Statement
Bradpole Preschool maintains records and information systems that support the safe, effective and lawful operation of the setting.
We recognise the importance of maintaining accurate, secure and up-to-date records to support children's welfare, learning and development, to fulfil our legal responsibilities and demonstrate compliance with statutory requirements.
We aim to promote an environment of respect and trust and to maintain a confidential relationship with children, families, staff and other professionals. We want parents and carers to feel confident sharing information with us, knowing that it will be used appropriately to support their child and family.
Records are maintained, stored, processed, shared, retained and disposed of in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Human Rights Act 1998 and the requirements of the Early Years Foundation Stage (EYFS).
The Preschool treats personal and sensitive information confidentially and ensures that records are only accessible to authorised individuals. Information is shared only where necessary to support children's welfare, learning and development, to fulfil legal obligations, or to safeguard children.

Records Maintained by the Preschool
Bradpole Preschool maintains records and documentation to support children's care, learning and development and the effective management of the setting.

Children's Records Policy
Children's records help us meet each child's individual needs and to support their learning, development and welfare.
Developmental records may include:
• Observations of children within the Preschool.
• Photographs and video recordings.
• Samples of children's work.
• Assessments and developmental summaries.
• Learning and development records maintained in line with the EYFS.
These records support staff in monitoring children's progress and planning appropriate learning opportunities. Where appropriate, developmental records may be accessed and contributed to by staff, children and parents/carers.
Personal records may include:
• Registration and admission forms.
• Signed consent forms.
• Correspondence concerning the child or family.
• Reports, assessments and minutes of meetings involving other professionals or agencies.
• Records of contact with parents and carers.
• Information relating to developmental concerns, safeguarding matters or other confidential issues affecting a child's welfare.
• Information relating to Special Educational Needs and Disabilities (SEND).

• Medical information, healthcare requirements, allergies and dietary needs.
• Accident, incident and medication records.

Information maintained for each child include:

• Full name and date of birth.
• Home address and contact details.
• Attendance records.
• Details of those with parental responsibility.
• Emergency contact information.
• Medical information and healthcare requirements.
• Dietary requirements and allergies.
• Details of the child's key person.
• Information relating to early years funding.
• Gender and ethnicity information where provided by parents.
• SEND information and support arrangements.
• Records of accidents, incidents and existing injuries. (Kept for 21 years)
• Records of medicines administered.
• Details of pre-existing accidents, injuries or marks reported by parents and carers. (Kept for 21 years)

Provider Records Policy

The Preschool also maintains records relating to the operation of the setting, including:

• Ofsted registration documentation.
• Lease agreements and contracts.
• Financial records.
• Risk assessments and health and safety records.
• Staff employment records.
• Student and volunteer records.
• Safeguarding and compliance documentation.
• Records required to demonstrate compliance with statutory and regulatory requirements.

Record Management and Security Policy

All records are the responsibility of the Preschool Leaders and Management Committee, who ensure they are maintained, reviewed and stored securely.

Records are organised, updated as required and stored in a manner that protects confidentiality.

• Paper records are stored securely in locked cabinets or other secure storage.
• Electronic records are password protected and accessible only to authorised individuals.
• Confidential information is shared with as few people as necessary and only on a need-to-know basis.
• Financial records are maintained and retained in accordance with legal and audit requirements.
• Health and safety records are reviewed regularly.

All staff receive guidance on confidentiality, information sharing and data protection as part of their induction and ongoing training.

All staff, students, volunteers and committee members are expected to maintain confidentiality both during and after their involvement with the Preschool and are required to sign a confidentiality agreement.

Confidentiality Policy

Bradpole Preschool respects the privacy of children, parents, carers, staff and families.

We always seek to establish whether information shared by parents is regarded as confidential and explain how that information will be used.

Some parents may choose to share personal information with other parents. Bradpole Preschool cannot be responsible for information that is shared beyond those individuals in whom a person has chosen to confide.
Information shared during discussions, meetings, training sessions or support groups is subject to a shared understanding that it remains confidential and is not discussed outside the group.
Where confidential information needs to be recorded beyond a child's usual records, parents will normally be informed. This may include information relating to health concerns, changes in family circumstances, safeguarding matters or contact with external agencies.
Information shared with the preschool will remain confidential and will not normally be disclosed without consent unless:
• There is a legal requirement to do so.
• There are safeguarding or child protection concerns and sharing information is necessary to protect the welfare of a child.
• Information is requested by Ofsted or another regulatory body exercising its statutory functions.

Information Sharing Policy
Bradpole Preschool recognises that effective information sharing is essential for safeguarding and promoting the welfare of children.
Information may be shared with relevant professionals and agencies where it is necessary to:
• Safeguard and promote the welfare of a child.
• Support a child's learning, development and wellbeing.
• Meet legal or regulatory requirements.
• Facilitate smooth transitions between settings and schools.
Wherever possible, parental consent will be sought before information is shared.
However, consent is not required where there are safeguarding concerns, where a child may be at risk of harm, or where information sharing is required by law.
Any information sharing will be proportionate, relevant, accurate, timely, secure and will follow statutory guidance and data protection requirements.

Access to Records Policy
Parents and carers have the right to access records relating to themselves and their child, subject to data protection legislation and any safeguarding restrictions.
Parents and carers do not have access to records relating to other children.
Requests to access personal information will be managed in accordance with data protection legislation.
Staff will only discuss information about a child where it is necessary to support that child's welfare, learning, development or safeguarding needs.

Transfer of Records Between Settings and Schools Policy
Bradpole Preschool recognises that children may move to other Early Years settings during their time with us, although most children leave to enter reception classes.
We work closely with children, parents and receiving settings or schools to support smooth and positive transitions. Effective transition arrangements help children feel secure and support continuity in their learning, development and welfare.

Transfer of Learning and Development Information Policy
When a child transfers to another setting or school, the child's key person will prepare a summary of their learning and development.
This information may include:

• The child's strengths, interests and achievements.
• Progress across the prime and specific areas of learning.
• Characteristics of Effective Teaching and Learning.
• Wellbeing and involvement.
• Communication skills and languages spoken.
• Additional needs and support provided.
• SEND information, support plans and EHCP information where applicable.

The transition summary will include professional knowledge of the child and, where possible, the views of parents and carers.

Additional evidence such as photographs, examples of work or learning records may be shared where appropriate.

Transfer of Safeguarding Information Policy

Where there have been safeguarding, welfare or child protection concerns, relevant records will be transferred securely and confidentially.

Information shared may include:

• Concerns raised.
• Actions taken.
• Ongoing support required.
• Information relating to Early Help, Team Around the Family (TAF) or other multi-agency involvement.
• Details of allocated professionals where appropriate.

Child protection records will be transferred separately from educational records and in accordance with Dorset Safeguarding Children Partnership (DSCP) procedures.

Secure Transfer Arrangements Policy

Information will be shared securely and only with authorised individuals who require the information to support the child's welfare, learning and development.

Confidential safeguarding information will be passed directly to the receiving setting's or school's Designated Safeguarding Lead (DSL).

A record will be maintained of when and how information has been transferred.

Staff Records Policy

Employment records are maintained for all staff members.

Records include information required to demonstrate suitability to work with children, including:

• Identity checks.
• References.
• Qualifications.
• Training records.
• Disclosure and Barring Service (DBS) checks where applicable.

Staff records are stored securely and processed in accordance with data protection legislation.

Disclosure and Barring Service (DBS) Information Policy

As an organisation using the Disclosure and Barring Service (DBS) to assess suitability for positions of trust, Bradpole Preschool complies fully with the DBS Code of Practice regarding the handling, storage, use, retention and disposal of Disclosure information.

Disclosure information is stored securely and access is restricted to authorised individuals only.

Disclosure information is:

• Used only for the purpose for which it was requested.
• Shared only with authorised individuals.
• Processed in accordance with data protection legislation.

Disclosure information will normally be retained for no longer than six months following a recruitment decision.
The Preschool may retain the DBS certificate number, date of issue and recruitment decision.
Once the retention period has expired, Disclosure information will be destroyed securely by shredding, pulping or other approved methods. Electronic records will be permanently deleted where appropriate.
Photocopies or scanned images of DBS certificates will not be retained beyond the permitted retention period unless there is a lawful reason for doing so.

Record Retention and Disposal Policy

Records are retained in accordance with legal requirements and the Preschool's Record Retention Schedule.
Accident and incident records are retained until the child reaches 21 years of age, or longer where required by insurance providers or legal guidance.
Records that have reached the end of their retention period are disposed of securely and confidentially.

Statutory Information and Notifications

Our current Ofsted registration certificate is displayed within the setting.
Details of our public liability insurance are displayed and made available on request.
Information required by the EYFS is available to parents and carers.
Bradpole Preschool will notify Ofsted of significant events and changes as required by the EYFS and Ofsted registration requirements.

Related Policies

• Safeguarding and Child Protection Policy.
• Data Protection Policy.
• SEND Policy.
• Complaints Policy.

Legislation and Guidance

This policy has due regard to:
• EYFS Statutory Framework – 2026
• Children Act 1989.
• Children Act 2004.
• Childcare Act 2006.
• Police Act 1997.
• Rehabilitation of Offenders Act 1974.
• Safeguarding Vulnerable Groups Act 2006.
• Data (Use and Access) Act 2025
• Human Rights Act 1998.
• Health and Safety at Work etc. Act 1974.
• Management of Health and Safety at Work Regulations 1999.
• Working Together to Safeguard Children – 2026
• Special Educational Needs and Disability Code of Practice: 0–25 Years.
• Disclosure and Barring Service (DBS) Code of Practice.

- BCP and Dorset Safeguarding Children Partnership Procedures Manual.
- Information Sharing to Safeguard Children and Young People – 2026.
- Ofsted Registration Requirements for Early Years Providers.

This policy was adopted by the Bradpole Preschool Committee

During the Summer Term 2026

Date to be reviewed Summer Term 2027