

## Record Keeping

# 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 and Information Sharing Policies.

### Procedures

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

#### *Developmental records*

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports and referred to as 'learning stories'.
- Hard copy learning stories are kept in the childcare room and can be freely accessed and contributed to by staff, the child and the child's parents/family.
- **Where appropriate, electronic learning stories are stored securely on Tapestry's server. Staff members update learning stories electronically using on site devices owned by Mr Bee's Family Centre. Parents are able to contribute to their own child's learning storing via Tapestry's server using a password.**
- Written consent to take images is requested during the registration process and includes consent for a child's image to appear in another child's learning story.
- **If it is deemed necessary for a child's learning story need to be removed from the premises by a staff member, a risk assessment is completed around transport and storage to ensure confidentiality is maintained (i.e. where it may be needed at a meeting about a child outside of the centre).**

- Learning stories WILL NOT be removed from the premises without the Centre Lead's or Lead Practitioner's permission and it must be signed out using the 'Learning Story Signing In and Out sheet'.
- When a child leaves the centre, the learning story becomes the property of the child/parent and must be signed out as mentioned above and with the authorisation by the Centre Lead or Lead Practitioner.
- When a child transfers to a new setting, we will with parent's permission, arrange for electronic learning stories stored on Tapestry's server to be transferred to the new setting. Once the records have been transferred the centre will no longer be able to have access to these records. It will be the parent's responsibility to download a copy of the electronic learning story for their own use.

#### *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.
- These confidential records are stored in a lockable filing cabinet and are kept secure by the person in charge in an office or other suitably safe place.
- Any records relating to child protection matters are kept locked in a separate file with access limited to the Safeguarding Lead Practitioner (SLP) and the deputy SLP ([see information sharing and safeguarding policies](#)).
- Parents have access 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 which is further set out in our Confidentiality policy.
- Children's records are archived and disposed of in compliance with the current Norfolk County Council (NCC) guidelines. This guidance can be found in the Centre's Operational Plan.

- Any records which are recommended by NCC to be kept for longer than three years will be scanned and stored on a secure area of the Mr Bee's server which is password protected and only accessible by authorised personnel.
- **If it is deemed necessary that a child's personal records need to be removed from the premises, a risk assessment is completed around transport and storage to ensure confidentiality is maintained (for example case conference or referral to the MASH team out of hours).**

#### *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.
- Short term students from the high schools are required to sign a confidentiality agreement and are made aware of the need to keep any information they come by while undertaking observation confidential.
- Long term students are inducted in the same way as employees and read our Confidentiality policy as well as sign a confidentiality agreement before starting at the setting.
- Students who may need to observe children for their specific assignments will be expected to have written consent from parents and, where appropriate, informed consent from the children.

#### **FORMS:**

- Learning Story Signing in and Out sheet.
- Electronic Archiving Record

#### **Legal Framework**

- Data Protection Act 1998
- Human Rights Act 1998

#### **Further guidance**

Information Sharing: Practitioners' Guide (DfES 2006)



This policy was reviewed at a meeting of	Mr. Bee's Family Centre	name of setting
Held on	13 <sup>th</sup> January 2017	(date)
Date to be reviewed	April 2019	(date)

Signed on behalf of the Board of Trustees

Name of signatory	Jeanette Nowrung
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Role of signatory	Trustee
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Centre Lead's Signature:	
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