



Caterpillars Pre-School

Children's Records

March 2017



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 Policy and our procedures for information sharing.

Procedures

We keep two kinds of records on children attending Caterpillars Pre-School:

Developmental records

- *These include observations of children at Caterpillars Pre-School, photographs, video clips and samples of their work and summary developmental reports.*
- *These are usually kept in the filing cabinet 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 our lockable filing cabinet.
- 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 setting. These are kept in a secure place.

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.
- Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing at Caterpillars Pre-School, are advised of our confidentiality policy and are required to respect it.

This policy was adopted at a meeting of Caterpillars Pre-School

Held on

15th March 2017

Date to be reviewed

March 2018



Signed on behalf of the management committee

A handwritten signature in blue ink, appearing to read 'Andi Clark'. The signature is written in a cursive style with a large, prominent 'Q' at the end.

Name of signatory

Andi Clark

Role of signatory (e.g. chair/owner)

Chair of the Committee
