|  |  |
| --- | --- |
| Pavilion Pirates Preschool  Baden-Powell Lodge,  Pavilion Road,  Off Woodhouse Lane,  Botley,  SO30 2EZ  Contact During Session:  07769177701 | ***Registered Charity:1185950***  **2001-2021**  **20 Years**  ***Registered with Ofsted***  ***Supported By***  ***small for partnership publications*** |

**10.6 Children’s Records (inc. transfer of records to other settings and schools)**

**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 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.

**Procedures**

If a child attends another setting, we establish a regular two-way flow of appropriate information with parents and other providers, reviewing where necessary.

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

*Developmental records*

* These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports. These are contained within the child’s Tapestry Journal. (See Tapestry policy 1.9)
* Paper copies of developmental records, e.g. 2-year check are kept in a file and locked cupboard in the back room, and can be accessed, and contributed to, by staff, the child and the child’s parents.

*Personal records*

These may include the following (as applicable):

* Personal details – including the child’s registration form and any consent forms. 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 persons.
* Early Support – including any additional focussed intervention provided by our setting (e.g., support for behaviour, language or development that needs an Individual Education 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, a Statement of Special Educational Need and any information regarding a Looked After Child.
* Correspondence and Reports – all letters and emails to and from other agencies and any confidential reports from other agencies.
* These confidential records are stored in a lockable cupboard.
* 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.
* 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.
* Our staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Our staff induction programme includes an awareness of the importance of confidentiality in the role of the key person.

*Transfer of confidential information*

* The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in our setting and what was done about them.
* We will make a summary of the concerns to send to the receiving setting or school along with the date of the last professional meeting or case conference.
* Where there has been a s47 investigation regarding a child protection concern we will pass the name and contact details of the child’s social worker onto the receiving setting or school – regardless of the outcome of the investigation.
* We take the information to the school or setting, ensuring it is addressed to the settings or schools designated person for child protection and marked as ‘confidential’ and ensure this is signed for and a receipt received from the ongoing setting.

*Archiving children’s files*

* When a child leaves our setting, we retain records that relate to an accident. These are kept until a child reaches the age of 21 years.

**Legal framework**

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

**10.6 Children’s Records**

**This policy was adopted by Pavilion Pirates Preschool CIO**

**On 21.07.2021**

**Date reviewed Every three years or as required**

**Signed on behalf of the provider**

**Name and Role of Signatory Linda Noble (Trustee/NI)**

**Signed on behalf of the provider**

**Name and Role of Signatory Helen Travers (Trustee)**

**REVIEW DATE 21.07.2027**