

# Record Keeping

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

## Developmental records

Online journals are kept on each child. These records help staff develop the various skills in the appropriate way.

Each child will have his/her own Learning and Development Story; this story contains progress reviews, records of achievement and learning, observations and photographs which capture moments and sequences of your child's activity, interests and explorations. In addition, these records will enable a Foundation Stage transfer form for each child to be completed and sent to the child's next school. This is a statutory requirement. Your child's Learning & Development Story is available to see at any time and is kept up to date on a weekly basis. Little Acorns is using on-line Learning Journals. Each parent will receive an email allowing access to their child's/children's learning journals. Parents will only be able to see children linked to them by the setting managers or business owners/leadership.

## Personal records

These include 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 matter involving the child, such as developmental concerns or child protection matters.

These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.

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.

We retain children's records for three years after they have left the setting, except records that relate to an accident or child protection matter, which are kept until a child reaches the age of 18 years (see chart below). These are kept in a secure place.

Record type	Retention period	Status	Authority
Children's records - including registers, medication record books and accident record books pertaining to the children	Until the child reaches the age of 21 - or until the child reaches the age of 24 for child protection records	Recommendation	Limitation Act 1980 Normal limitation rules (which mean that an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event) are postponed until a child reaches 18 years of age
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date the record was made	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (as amended)

### **Other records**

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 person.

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Students or others on recognised qualifications and training, when they are observing in the setting, are advised of our Confidentiality Policy and are required to respect it.