Policy No: 47

Children's Records and Data Protection

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 General Data Protection Regulations (GDPR) and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality Policy, our Privacy Notice, and our procedures for information sharing.

During an outbreak of serious illness of disease (such as Covid-19) there may be the need to keep additional records as part of outbreak management. A record is kept of individual cases of children/families who are self-isolating due to symptoms as per usual record-keeping procedures. In all cases the principles of data protection are maintained at Cricklade Pre-school Playgroup.

Procedures

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

Developmental records

- We use Tapestry as our on-line learning journey provider. Tapestry allows us to make observations for your children where we can attach photos and videos, as well as include assessments which we can use to track children's development and progress.
- If you give your permission, we will set you up with your own individual account using your email address. This account will be directly linked to your child/ren's account/s, which means you will only be able to see observations that include your child.
- Tapestry securely stores all the data we input to our account on their servers.

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 a lockable file or cabinet and are kept secure by the person in charge in an office or other suitably safe place (access restricted to those who need to know). If data is kept electronically it is encrypted.
- Parents have access, in accordance with our Privacy Notice 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.
- Ethnicity data is only recorded where parents have identified the ethnicity of their child themselves.
- 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 know how and when to share information effectively if they believe a family may require a particular service to achieve positive outcomes
- Staff know how to share information if they believe a child is in need or at risk of suffering harm.
- Staff record when and to whom information has been shared, why information was shared and whether consent was given. Where consent has not been given and staff have taken the decision, in line with guidelines, to override the refusal for consent, the decision to do so is recorded.
- Guidance and training for staff specifically covers the sharing of information between professions, organisations, and agencies as well as within them, and arrangements for training takes account of the value of multi-agency as well as single agency working.
- We retain children's records for the recommended retention period by Wiltshire Council after they have left the setting.
  These are kept in a secure place.

The following information and documentation are also held:

- *name, address and contact details of the provider and all staff employed on the premises*
- *a daily record of all children looked after on the premises, their hours of attendance and their named key person*
- *certificate of registration displayed and shown to parents on request*
- *records of risk assessments*
- *record of complaints*

Legal references

General Data Protection Regulation 2018
Freedom of Information Act 2000
Human Rights Act 1998
Statutory Framework for the Early Years Foundation Stage (DfE 2025)
Data Protection Act 2018

Further guidance:

Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HMG 2018 updated May 2024)