Aclet Close Nursery School

Safeguarding and Welfare Requirement: Information and Records
Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Children's records

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 Data Protection Act (2018) and the Human Rights Act (1998).

This policy and procedure is taken in conjunction with the Information Sharing Policy and Data Protection Policies.

Procedures

- 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 development reports.
- These are usually kept to hand and can be freely accessed, and contributed to, by staff, the children and the child's parent/carer.

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 office administrator.
- 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 some of the children's records - these are archived in a locked cupboard.

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.

Legal framework

- Data Protection Act (2018)
- Human Rights Act (1998)

Further guidance

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

Date reviewed: November 2026
Due for next review: November 2027