



The Little Meadow Group

Children's records

Issue 5

October 2023

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Reviewed	Sharon Phillips	December 2013	
	Sharon Phillips	August 2015	
	Sharon Phillips	August 2017	
	Sharon Phillips	August 2018	GDPR
	Sharon Phillips	March 2022	
	Sharon Phillips	October 2023	



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Policy Statement.

The Little Meadow Group has record keeping systems in place that meet the legal requirements. The storing and sharing of information takes place within the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken on conjunction with the confidentiality and Client Access to Records Policy and our procedures for information sharing.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning And Development
1.2 Inclusive practice	2.1 respecting each other	3.1 Observation, assessment and planning	

Procedures

The Little Meadow Group keeps two kinds of records on children attending the setting.

Developmental records

- These include observations of children in the setting, photographs and samples of their work and summary developmental reports.
- The physical evidence is usually kept in the playroom, maintained by the child's key person and can be accessed, and contributed to, by staff, the child and the child's parents in the means of a busy book during the day

Electronic evidence and photo's are stored on the setting systems which are password protected. The staff can update records via 2simple and these records can be made available to parents and maybe used to monitor children and staff.

- Access will be monitored by the Key person as we would like the records to be as available as much as possible but would also like to ensure the safety and condition of the children's precious achievements.



- Developmental records and day to day notes are used by the child's key person and others and at the end of session are kept in a locked filing cabinet in the Gruffalo room.
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Personal records

- These records include:
 - Registration forms.
 - Admissions paperwork
 - Signed consent forms
 - Correspondence concerning the child or family.
 - Reports/minutes from meetings concerning the child from other agencies.
 - Record of contact with parents and observations by staff on any confidential matter involving the child, such as developmental concerns/child protection matters.
 - Chronology data
- These confidential records are stored in a lockable filing cabinet and are kept secure in the office setting. The door to the office is secured when the office is unmanned and the setting is open to its users.
- Parents may 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.
- Where a child is benefiting from a My plan, My plan + or ECHP the specific documentation regarding this process is held in the Gruffalo room and when not occupied the room is locked with keys held by the Senco and Group Manager. There are also spare keys available in the main office,

