

**Safeguarding and Welfare Requirements: 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.**

## **HOOK VILLAGE NURSERY Children's Records Policy 2025**

### **Policy statement**

We have record keeping systems in place that meet legal requirements. The means of storing and sharing that information take place within the framework of the Data Protection Act (1998) and the Human Rights Act (1998).

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

### **EYFS Key Themes and Commitments**

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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### **Characteristics of Effective Learning**

Playing and Exploring Engagement	Active Learning Motivation	Creating and Thinking Critically - Thinking
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### **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 developmental reports. These are now recorded on our online platform Tapestry.
- These are kept securely in the setting which is freely accessed, and contributed to, by key workers, the child's parents and whoever else the parent/s have given permission to access their child's personal learning record. Permission is sought to use Tapestry during our registration and induction period.

#### **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 on-going 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, 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 and then shredded unless the Nursery is advised by social services to retain confidential information for their purposes. Records that relate to an accident or child protection matter are kept in a secure place with restricted access until the child reaches the age of 21.

### **Other records**

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

We keep a daily record of the names of the children we are caring for, their hours of attendance and the name of their key worker.

Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

### **Legal framework and Further Guidance**

Data Protection Act (1998) & Human Rights Act (1998)

Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

The General Data Protection Regulation (GDPR) is an EU law that came into effect on 25 May 2018

[https://assets.publishing.service.gov.uk/media/67b6fd5032b2aab18314bc23/2025\\_02\\_19\\_-\\_Information\\_Sharing\\_UK\\_GDPR\\_V3\\_.pdf](https://assets.publishing.service.gov.uk/media/67b6fd5032b2aab18314bc23/2025_02_19_-_Information_Sharing_UK_GDPR_V3_.pdf) 2021 update d2023

Signed on behalf of Hook Village Nursery

Chairperson  
Manager

November 2016

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