**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 Data Protection Act and the Human Rights Act.

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

**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 usually kept in the playroom and can be freely accessed, and contributed to, by staff, the child and the child’s parents.

*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.
* Parents have access, in accordance with our Access to Records policy, to the files and records of their own children but do not have access to information about any other child.
* Little Buds will be compliant with the regulations around GDPR and other legislation regarding the safe keeping of information.
* Covid-19: A daily record of the child’s temperature will be kept.
* 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 seven years after they have left the setting. These are kept in a secure place.

*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.

Students on recognized qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

We also keep records for the purpose of maintaining our business. These include:

* Records pertaining to our registration.
* Financial records pertaining to income and expenditure.
* Risk assessments.
* Employment records of staff.
* Health and Safety

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act and the Human Rights Act.

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

All records are the responsibility of the playgroup/club leader and Little Buds management team. .

All records are kept in an orderly way in files and filing is kept up-to-date.

Financial records are kept up-to-date for audit purposes.

Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.

Our Social Services registration certificate is displayed.

Our Public Liability insurance certificate is displayed.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds management team.

Signed: …………………………………………………………………………………..

(on behalf of the management team)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date: ……………… Signed: …………………………………………..

Date: ……………… Signed: …………………………………………..

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