

## 4.2 Records Management, Confidentiality and Information Sharing

### Policy statement

Perins Pre-School is committed to maintaining accurate, secure and confidential records relating to children, families and staff. We recognise the importance of effective record keeping in supporting children's development, safeguarding their welfare and ensuring the smooth operations of the pre-school.

We handle all information in accordance with data protection principles, ensuring it is collected, stored and shared responsibly, transparently and only when necessary.

### Children's Records

If a child attends another setting, we establish a regular two-way flow of appropriate information with parents and other providers. Where appropriate, we will incorporate comments from other providers, as well as parents and/or carers into the child's records. 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 stored on tapestry the online learning journal and can be accessed, and contributed to, by the key person, the child, and the child's parents. Development reports are kept in a file in the office.

#### *Personal records*

These may include the following (as applicable):

- Personal details – including the child's registration form and any consent forms.
- Contractual matters – including a copy of the signed terms and conditions, the child's days and times of attendance, a record of the child's fees, any fee reminders, or records of disputes about fees.
- Child's development, health, and well-being – including a summary only of the child's EYFS progress, a record of discussions about everyday matters about the child's development health and well-being with the parent.
- Early Support – including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an SEN action plan) and records of any meetings held.
- Welfare and child protection concerns – including records of all welfare and protection concerns, and our resulting action, meetings and telephone conversations about the child, an Education, Health and Care Plan and any information regarding a Looked After Child.
- Correspondence and Reports – including a copy of the child's 2-Year-Old Progress Check, all letters, and emails to and from other agencies and any confidential reports from other agencies.
- We read any correspondence in relation to a child, note any actions and file it immediately.
- We ensure that access to children's files is restricted to those authorised to see them and make entries in them, this being our manager, DSL or DDSL, the child's key person, or other staff as authorised by our manager.
- We may be required to hand children's personal files to Ofsted as part of an inspection or investigation process; or to local authority staff conducting an audit if authorisation is seen. We ensure that children's personal files are not handed over to anyone else to look at.
- Parents have access, in accordance with our Privacy Notice, Confidentiality 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.
- Our staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Our staff induction programme includes an awareness of the importance of confidentiality in the role of the key person.

#### *Archiving children's files*

- When a child leaves Our setting, we remove all paper documents from the child's personal file and place them in an archive box, stored in a safe place.

- If data is kept electronically, it is encrypted and stored as above.
- Where there were s.47 child protection investigations, we mark the envelope with a star and archive it for 25 years.

#### *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.
- Students on Early Years Educator or other recognised qualifications and training, when they are observing in the setting, are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.

#### **Provider Records**

We keep records and documentation 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 our staff including their name, home address and telephone number. These are held with the school personnel department.
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.

#### **Procedures**

- All records are the responsibility of our management team who ensure they are kept securely.
- Our financial records are kept up to date for audit purposes.
- We maintain health and safety records; these include risk assessments, details of checks or inspections etc.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially within our personnel department.

We notify Ofsted of any:

- change in the address of our premises.
- change to our premises which may affect the space available to us or the quality of childcare we provide.
- change to the name and address of our registered provider, or the provider's contact information and change to the person managing our provision.
- significant event which is likely to affect our suitability to look after children; or
- other event as detailed in the Statutory Framework for the Early Years Foundation Stage

#### **Transferring Records**

We recognise that children sometimes move to another early years setting before they go on to school, although many will leave our setting to enter a nursery or reception class.

We prepare children for these transitions and involve parents and the receiving setting or school in this process. We prepare records about a child's development and learning in the Early Years Foundation Stage in our setting; to enable smooth transitions, we share appropriate information with the receiving setting or school at transfer. Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Children Partnership.

- The record contains a summary by the key person and a summary of the parent's view of the child.
- When a child transfers to a school, most local authorities provide an assessment summary format or a transition record, which we will follow as applicable.
- If there have been any welfare or protection concerns, we place a star on the front of the assessment record.

### *Transfer of confidential information*

- The receiving school or setting will need to have a record of any safeguarding or child protection concerns that were raised in our setting and what was done about them.
- We will make a summary of the concerns to send to the receiving setting or school, along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Partnership will stipulate the forms to be used and provide these for us to use.
- Where there has been a s47 investigation regarding a child protection concern, we will pass the name and contact details of the child's social worker on to the receiving setting or school – regardless of the outcome of the investigation.
- We take the information to the school or setting, ensuring it is addressed to the setting or school's designated person for child protection and marked as 'confidential' and that it is signed for by the receiving person at the school or setting.
- We do not pass any other documentation from the child's personal file to the receiving setting or school.

### **Confidentiality**

We recognise that we hold sensitive and confidential information about children and their families. We store all records in a locked cupboard in the office and on Laptops provided by Vita Multi Academy Trust that are password protected in line with data protection principles. We respect the privacy of children, families and staff at all times and handle all personal information in accordance with the UK Data Protection Regulations (GDPR) and Data Protection Act 2018.

Personal data is processed in line with the data protection principles, ensuring it is:

- Lawfully, fairly and transparently process
- Collected for a specific, explicit and legitimate purpose
- Accurate and kept up to date
- Retained only for as long as necessary

All staff, students and volunteers are informed of their confidentiality responsibility during induction and through ongoing training. Staff must not discuss children, families or colleagues outside of pre-school.

### **Information Sharing (including GDPR and safeguarding requirements)**

We recognise that appropriate information sharing is essential for promoting children's welfare and is carried out in accordance with GDPR and Data Protection Act 2018 and safeguarding guidance.

- Information is shared lawfully, fairly and transparently, ensuring compliance with data protection legislation.
- Consent will usually be obtained before sharing personal data, particularly when working with external professionals.

However, we may share information without consent where:

- There are safeguarding concerns
- A child may be at risk of harm
- There is a legal obligation to do so

When sharing information, we ensure it is:

- Necessary and proportionate
- Relevant to the purpose
- Accurate and up to date
- Shared securely

This policy was adopted on

21<sup>st</sup> April 2026

Date to be reviewed

21<sup>st</sup> April 2027

Signed on behalf of the provider

Michelle Osman

Role of signatory (e.g. chair, director or owner)

Pre-School Manager