

General Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Record keeping

5.1 Children's records

Policy Statement for St Joseph's Pre-school

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 2018, General Data Protection Regulation 2018 and the Human Rights Act 2015.

St Joseph's Pre-school pays an annual subscription to the Information Commissioner's Office (ICO) to be included in their Data Protection Register. The Pre-school's reference number in this respect is ZB019647.

This policy and procedure is taken in conjunction with the Confidentiality and Data Subject Access Requests policies and procedures and our procedures for Information Sharing¹.

Procedures

We keep two kinds of records on children attending our setting:

Developmental records

- These include observations of children in the setting, photographs, video clips² and samples of their work and summary developmental reports.
- These are usually kept in the Pre-school 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 Confidentiality and Data Subject Access Requests policies, 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.

¹ Policies: 1.4 Confidentiality; 5.5 Data Subject Access Requests and 1.5 Information Sharing

² See Policy 1.11 Mobile Phones, Digital Photography and Other Electronic Devices for how we use such images

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

Retention of records

For further information about our retention periods for records, please refer to our document 5.7 Retention Periods for Records, which is available from the Pre-school on request.

All St Joseph's Pre-school's policies and procedures can be found on the Pre-school's section of St Joseph's Catholic Primary School's [website](#).

Closure of the setting

If St Joseph's Pre-school has to close for any reason, a member of the Committee or their representative will contact the setting's legal advice line through the Pre-school's insurers and seek advice from Information Commissioning Office in relation to storing records.

Legal Framework

- General Data Protection Regulations (2018)
- Data Protection Act 2018
- Human Rights Act 2015

Further guidance

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

Associated Policies and Procedures

- 1.4 Confidentiality
- 1.5 Information Sharing
- 1.11 Mobile Phones, Digital Photography and Other Electronic Devices
- 5.5 Data Subject Access Requests
- 5.7 Retention Periods for Records.

Version Number	Author	Purpose of Change	Date
1.0	K Coupe	Reviewed and page numbered	September 2014
2.0	Committee	Reviewed and updated	October 2016
3.0	K Coupe	Reviewed, updated and version controlled	16 January 2020 Committee Meeting
4.0	K Coupe	Reviewed and updated as follows: <ul style="list-style-type: none">• reference to GDPR 2018 and the Information Commissioner's Office;• confirmation of where the setting's policies and procedures can be found – with hyperlink;• inclusion of "Associated Policies and Procedures" section as per EY Safeguarding	09 October 2023 Committee Member (S Webb)

Version Number	Author	Purpose of Change	Date
		Audit 2023 s175/157	
5.0	K Coupe	Updated to include section on "Closure of the setting"	3 June 2025 Committee Member (L Finn-Powers)
6.0	K Coupe	Reference to 1.11 Mobile Phones, Digital Photography and Other Electronic Devices	12 June 2026 Chair (A Hitchings)