



# GPDR - Children's records (Data Protection and Data Handling) Policy

## Policy statement

Home from Home Latton Bush have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the General Data Protection Regulations (GDPR) 2018 and the Human Rights Act 1998.

Our member of staff responsible for GDPR is **Zoe Shaw**. All staff inform Zoe if there is any breach, whereby information has been shared without specific consent.

This policy and procedure should be read alongside our Privacy Notice, Confidentiality and Client Access to Records Policy and our Information Sharing Policy.

## Procedures

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 brief observations of children in the setting, photographs and video clips.
- These are kept online (via Baby's Days) and can be accessed, and contributed to, by our staff and the child's parents.
- We use Birth to 5 matters to track children's development by highlighting and celebrating their milestones reached.

### ***Personal records***

These may include the following (as applicable):

- Personal details – including the child's record form and any permission/consent forms.
- Contractual matters – including a copy of the signed parent contract, 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 - a record of discussions about every-day matters about the child's development health and well-bring with the parent.

- Early Support – including any additional focused intervention provided by our setting (e.g. support for behaviour, language or development that needs a SEND One 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 (as applicable), all letters and emails to and from other agencies and any confidential reports from other agencies.

These confidential records are stored in a lockable file or cabinet, which is always locked when not in use and which our manager keeps secure in the office. Where information is stored on a portable hard drive, the hard drive is always locked when not in use and which our manager keeps secure in the office.

- 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, deputy or designated person for child protection, 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 a S11 audit, if authorisation is seen. We ensure that children's personal files are not handed over to anyone else.
- 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.
- We retain children's records for six years after they have left the setting; except records that relate to an accident or child protection matter, which are kept until a child reaches the age of 21 years or 25 years respectively. These are kept in a locked cabinet or digitalized on a password protected hard drive and paper copies destroyed.

### ***Archiving children's files***

- When a child leaves our setting, we scan and store all documents electronically. All paper copies are destroyed, and electronic documents are encrypted and labelled with the child's name and date they left.
- All documents are stored electronically on an encrypted hard drive for six years. After six years it is destroyed.
- Where there were S47 child protection investigations, we store the file in a separate folder on the hard drive labelled '25' and these will be stored for 25 years.
- We store financial information according to our finance procedures.

## 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 Pre-school Learning Alliance 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.

## Legal framework

- General Data Protection Regulations (GDPR) 2018
- Human Rights Act 1998

## Further guidance

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015)

## Policy links

Our intention is for this policy to be read in conjunction with the following Home from Home Latton Bush Policies and Procedures:

- Privacy Notice
- Confidentiality and Client Access to Records Policy
- GDPR Security Breach Policy
- Information Sharing Policy
- Safeguarding Children and Child Protection Policy

	<b><u>Date:</u></b>	<b><u>By Whom?</u></b>	<b><u>Comments</u></b>
<b>Created</b>	22 <sup>nd</sup> January 2025	Rachel Simms	New setting Policy
<b>Reviewed</b>	23 <sup>rd</sup> January 2026	Zoe Shaw	
<b>Next Review</b>			