

Information, Record Keeping and Confidentiality Reviewed September 2019

It is in children's interests to have a full and accurate flow of information between us and their parents or carers. We recognise the importance of records being accessible to those who need them, but also stored securely and only shared with regard to requirements for privacy and confidentiality under the Data Protection Act (DPA 1998) (GDPR 2018)

Information about children:

Parents or carers of children entering our setting fill out a registration form detailing:

1. Child's name and date of birth
2. Name and address of every parent and/or carer and information about who the child lives with
3. Information specifying everyone who has parental responsibility for the child
4. Emergency contact details for parents and/or carers

Information about our setting for parents or carers:

We provide parents or carers with a handbook giving the following information:

1. How we deliver the EYFS, how parents can learn more and share learning at home
2. Our daily routines including the food and drinks provided and activities on offer
3. How we support children with special educational needs and disabilities
4. Our policies, our staffing arrangements and the role of the key person
5. Details about how to contact Ofsted if they have concerns about our setting
6. The playgroup telephone number in case they need to contact the playgroup

We also notify parents when an Ofsted inspection takes place and supply a copy of the report to parents and/or carers.

Core Setting Information:

We keep the following accurate and up-to-date documentation:

1. Name, home address and telephone number of the manager and all staff
2. Name, home address and telephone number of anyone else who regularly has unsupervised contact with children attending our setting.
3. A daily record of names of children attending, their hours and their key person
4. Our certificate of registration and public liability insurance certificate, available in our operational Plan for parents or carers to see.

Storage of records:

Information about children, families and staff is treated as confidential. The provider (Twyford Playgroup) is a Data Controller registered with the Information Commissioner's Office and records are stored securely in a locked cupboard in the setting. They are only made accessible to those who have a right or professional need to see them. Paper and electronically stored documents are treated as sensitive if taken outside the setting and locked away.

Handling and Sharing:

Staff, students and volunteers are trained in maintaining confidentiality at their induction and sign a confidentiality agreement. Parents or carers have access to their own children's records but not those of other children. Parents/carers are informed about any additional records we keep relating to them or their child (see SEN Policy) and have access to all such records. They are also informed about when we share information with other settings their child attends. Parents/carers are also informed if we share information with other agencies and the circumstances in which we would be obliged to share information without their consent. They sign an Information Sharing Agreement to say they understand this when their child starts.

Data Protection:

Under the Data Protection Bill 2017, anyone connected with Twyford Playgroup has a 'right to be forgotten' and may ask to wipe their personal data from our records. Twyford Playgroup also recognises that people also have a right to ask social media sites to wipe all of their pre-age 18 posts, to be exempt from email lists/mail-outs and from algorithmic profiling based on their online data. Twyford Playgroup recognises that it is an offence under the act to re-identify people from anonymised data by reassembling multiple pieces of information and to tamper with data requested by an individual.

Retention of Documents:

We retain documents for the lengths of time given below. They are stored securely at Playgroup and will be destroyed by shredding when the time has elapsed:

Children's Records	Retention Period	Status
Children's records (register, medication, accident)	Records should be retained for a reasonable period of time after children have left the provision (e.g. 5 years) or until the next Ofsted Inspection after the child has left the setting.	Requirement
	Until child reaches age of 21	Recommendation
Children's learning journals	Handed to parents/carers when the child leaves.	
If a concern is identified that legal action may be instigated	Age of 25	Recommendation
Child protection records	Age of 25	Recommendation
Send records	Age of 25	Recommendation
Health care plans	Age of 25	Recommendation
Records of any reportable death, injury, disease or dangerous occurrence for child	3 years from the date of the last entry, however, the setting will need to consider whether it is necessary to keep the records for a longer period of time.	Requirement

Safeguarding and welfare records (including written summary of information transferred to schools) which resulted in a Child Protection referral or Child in Need referral being made to the local authority	Until the child reaches age 25 years, or for Looked After Children 75 years.	Requirement
Safeguarding and welfare records (including written summary of information transferred to school) which resulted in a referral being made to CAF or other early help support services referrals	6 years from time referral made, or for Looked After Children 75 years	Requirement
Personnel Records		
Personnel files and training records	6 years after employment ceases	Recommendation
Wages		
Wages/salary records	6 years	Requirement
Income Tax and National Insurance returns	At least 3 years after the end of the tax year to which they relate	Requirement
Health and Safety		
Staff accident records	3 years after the date of the last entry	Requirement
Records of any reportable death, injury, disease or dangerous occurrence for adult	3 years from the date of the last entry	Requirement
Records of any reportable death, injury, disease or dangerous occurrence for adult (COSHH) 1999	40 years from the date of the last entry	Requirement
Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	Permanently	Recommendation
Administration Records		
Complaints records	At least 3 years from the date of the last record	Requirement
Insurance policies	Permanently	Recommendation
Minutes book	Permanently	Recommendation
Financial Records		
Accounting records	6 years for charities	Requirement

Notifying Ofsted:

We notify Ofsted of the following changes to our provision, giving new details as required:

1. The address of the premises
2. The premises themselves affecting the space available to children and the quality of provision
3. The name and address of the provider or their other contact details
4. The names and addresses of other people working in our provision
5. Any changes to the hours of our provision
6. Any significant event likely to affect the suitability of the provider or other staff.

These notifications will be made in advance where possible but always within 14 days.

Legal Guidance and Framework

EYFS (given legal force by Childcare Act 2006)
Limitation Act 1980
RIDDOR 1995
Chartered Institute of Personnel and Development

Date: **Name:** **Signed:** **Reviewed:**

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