10.4 Children's records

Policy Statement

We have record keeping systems in place that meet legal requirements. The means of storing and sharing that information take place within the framework of the GDPR 2018 and the Human Rights Act (1998)
This policy and procedure is taken in conjunction with our Privacy Notice, Confidentiality and Client Access to Records and Information Sharing Policies and Procedures.

Procedures

We keep two kinds of records on children attending our Nursery School:

Developmental records

1. These include observations of children in the Nursery School, photographs, samples of their work and summary developmental reports.
2. These are kept in each child's personal drawer and can be freely accessed, and contributed to, by staff, the child and the child's parents.

Personal records

1. 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. This includes the September 2025 enhanced requirements to track unexplained, prolonged absences and to hold at least two emergency contacts for each child.
2. These confidential records are stored in a lockable cabinet and are kept secure in our storage cupboard which is also locked when we are not present.
3. Parents have access, in accordance with our Privacy Notice, 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.

4. 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.
5. We retain children's records for three years after they have left the Nursery School, except records that relate to an accident or child protection matter. These are kept for 25 years. All records are kept in a secure place.

Other records

1. 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.
2. Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
3. Students on PLA or other recognised qualifications and training, when they are observing in the Nursery School, are advised of our confidentiality policy and are required to respect it.

Legal Framework

- GDPR 2018
- Human Rights Act 1998

Further guidance

- Information Sharing: Practitioners' Guide (DCSF 2015)

Change log		
This policy was changed on	**Signed on behalf of the nursery**	**Reason for change**
7/08/2020	Veronica van Ingen	Adoption of policy
27/10/2021	Veronica van Ingen	No changes, part of annual review
04/09/2025	Veronica van Ingen	Updated paragraph Personal records, point 1 relating to the enhanced requirement per September 2025 EYFS change to track prolonged unexplained absence.
23/01/2026	Veronica van Ingen	No changes