

Record keeping policy

This Record keeping policy alongside the associated procedures were adopted by St Joseph's Pre-School Unit January 2025.

Aim

At St Joseph's Pre-School Unit, we have record keeping systems in place for the safe management of the provision and to meet the needs of the children. We keep all records to meet the legal requirements for the storing and sharing of information within the framework of the GDPR and the Human Rights Act.

Objectives

- Children's records are kept in personal files in a lockable filing cabinet, these are stored separately from their developmental records which are kept electronically on the Tapestry learning journey software system.
- Children's personal files contain registration information as specified in our procedures for children's records and data protection.
- Children's personal files contain other material described as confidential as required, such as Common Assessment Framework assessments, Early Support information or Education, Health and Care Plan (EHCP, case notes including recording of concerns, discussions with parents/carers, and action taken, copies of correspondence and reports from other agencies.
- Ethnicity data is only recorded where parents/carers have identified the ethnicity of their child themselves, no judgement of these is made by staff in the Pre-School Unit.
- Confidentiality is maintained by secure storage of files in a locked cabinet with access restricted to those who need to know. Parents can request access giving 48 hours' notice for the files to be prepared.
- Staff in St Joseph's Pre-School Unit know how and when to share information if they believe a family may require a particular service to achieve positive outcomes.
- Staff know how to share information if they believe a child is in need or at risk of suffering harm.
- Staff record when and to whom information has been shared, why information was shared and whether consent was given.
- Guidance and training for staff specifically covers the sharing of information between professions, organisations, and agencies in context of their position as well as within them, and arrangements for training takes account of the value of multi-agency as well as single agency working.

Records

The following information and documentation are also held:

- name, address and contact details of the provider and all staff employed on the premises
- name address and contact details of any other person who will regularly be in unsupervised contact with children
- a daily record of all children looked after on the premises, their hours of attendance and their named key person
- certificate of registration displayed and shown to parents on request
- records of risk assessments
- record of complaints

Legal references

General Data Protection Regulation 2018

Freedom of Information Act 2000

Human Rights Act 1998

Statutory Framework for the Early Years Foundation Stage (DfE 2023)

Data Protection Act 2018

Further guidance

[Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers](#) (HMG 2018)

