

Duchy Preschool & Playgroup, Bradninch			Page 1 of 4	
Document.	020	Record Keeping Policy		
Revision	08	Approved By	Katy Taylor	Approval Date 29/09/25

Scope

This policy applies to all provision for early years aged children, and also – where appropriate – to before and after school provision and walking bus provided by Duchy Pre-school and Playgroup for primary school aged children attending The Duchy School in Bowley Meadow.

Policy

The Duchy Pre-school & Playgroup recognises the value and importance of keeping accurate and relevant records in the setting. It allows for safe and efficient management of the setting and enables the adults to cater at all times for the care, learning and welfare of the children.

We keep an accurate daily record of all children attending each session

We keep an accurate record of all adults working in each session and any visiting children and adults.

We maintain and implement a “visitor’s book” which all persons entering the setting are required to sign and date and record time of entry and exit.

An up-to-date record of all children, staff and committee member’s names, addresses and contact phone numbers is kept securely on the premises.

Medical permissions, observations permissions and outing permissions, and Admission Forms for each child are kept securely on the premises

A key person is allocated in accordance with our settling in policy 023.

The children’s personal files are all kept digitally on our secure software Family. Records about individual children are shared with the child’s parents at least once a term, and more often if it is felt necessary by either the parents or the key person.

Policy statement

We have record keeping systems in place for the safe and efficient management of the setting and to meet the needs of the children; that meet legal requirements for the storing and sharing of information within the framework of the GDPR and the Human Rights Act.

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:

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Developmental records

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports. This Is now completed on Famly and all equipment is password protected and in stored in a locked cupboard.
- All written documents are usually kept in a locked cupboard overnight and can be accessed, and contributed to, by our staff, the child and the child’s parents.

Personal records

These may include the following (as applicable) on the Famly platform:

- Personal details – including the child’s registration form and any 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 – including a summary only_of the child’s EYFS profile report, a record of discussions about every day matters about the child’s development health and well-being with the parent.
- Early Support – including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an SEN action 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 an office or other suitably safe place.
- 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, as long as authorisation is seen. We ensure that children’s personal files are not handed over to anyone else to look at.
- 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 three 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 24 years respectively. These are kept in a secure place.

Archiving children’s files

- When a child leaves our setting, we remove all paper documents from the child’s personal file and place them in a robust envelope, with the child’s name and date of birth on the front and the

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date they left. We seal this and place it in an archive box, stored in a safe place (i.e. a locked cabinet) for three years. After three years it is destroyed.

- If data is kept electronically it is encrypted and stored as above.
- Where there were child protection investigations, we mark the envelope with a star and archive it 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 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) updated 2022
- Human Rights Act (1998) updated 2022

Further guidance

- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (2015) (updated 2018)

Document History

Rev	Changes	Date	Approval
00	Previous changes incorporated for AGM	17/05/10	AGM
01	Revised and reviewed for AGM	15/11/11	AGM
02	Addition of scope statement. Clarification of key person allocation and role.	02/01/14	PNW
03	Children's record policy adopted originally by Bridget Cross	20/05/18	Bridget Cross
04	Replaced Business Manager with Office Administrator. Merged "Record keeping policy" with "Children records"	04/07/19	GP

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	keeping policy” (both were logged under C0020)		
05	Reviewed	01/01/20	NL
06	Reviewed Added Tapestry	14/01/21	NL
07	Updated added update dates of the data protection and human rights and information sharing	30/09/22	NL
08	Reviewed and added Family	03/01/24	KT
09	Reviewed	23/10/24	KH
09	Reviewed	29/10/25	Katy Taylor

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