



Record keeping

2.6 Children's records and Data Protection

Policy Statement

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing

Procedures

We keep two kinds of records on children attendance.

Developmental records

- These include observations of children, photographs, video clips and samples of their work and summary developmental reports and records of achievements.
- These are kept on a password protected file on the computer along with any of children's photographs.

Personal records

- 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.
- These confidential records are held on a password protected computer system.
- Parents have access, in accordance with our Client Access to Records policy 1.4, to the files and records of their own children but do not have access to information about any other child.

- 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.
- We retain children's records for ten years after they have left. These are kept on separate archive drive and locked up in the safe.

Procedure

On the first visit, the family attending with their child sign a Data Compliancy statement which forms part of our registration form. This gives permission for the service to commence storage of information on their child. This signature form is dated and scanned on to the child's confidential records on a password protected file on the computer system. Parents are informed that all information is treated with confidentiality and that information will not be given to any other persons or organisations, without consent.

Permission is sought at registration to use photographs for:-

- promotional activities
- Press releases
- Selected film and photographs of the child may be used on the website

The Data Protection statement has the child's name stated, the child's date of birth and is signed by the parent/guardian and is dated. The original copy of the signed form is scanned on to the system to their confidential record.

Permission not granted list

Where permission is not granted for publicity, this information is shared with the staff. The child's name is held on a photographic permission not granted list kept available for staff reference.

Medical Authorisation Statement

Also combined on the Registration form is a medical authorisation statement. This statement authorises The Bumblebee Children's Charity to write to involved professionals to request copies of reports. Once signed and returned, the form is scanned on the child's confidential file.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students on Pre-school Learning Alliance or other recognised qualifications and training, when they are observing at The Bumblebee Children's Charity, are advised of our confidentiality policy and are required to respect it.

Adults

- names and addresses of all staff on the premises, including temporary staff who work with the children or have substantial access to them;
- names and addresses of the members of the management committee;
- all records relating to the staff's employment, including application forms, references, results of checks undertaken etc.

Legal Framework

- Data Protection Act 1998
- Human Rights Act 1998

Further guidance

- Information Sharing: Practitioners' Guide (DfES 2006)

This Policy was adopted by the Bumblebee Children’s Charity on

Signed on behalf of the Management Committee

September 2015.....

September 2016.....

September 2017.....

September 2018.....

Name of signatory

Role of signatory