



THE BUMBLEBEE CHILDREN'S CHARITY

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1.7 Children's records policy

Policy Statement

The Bumblebee Children's charity (hereafter known as the Charity) recognises the need to keep records relating to the children who attend the setting in order to support them fully and ensure their safety and wellbeing. There are record keeping systems in place that meet legal requirements under the Data Protection Act 2018 and which are detailed in our Information sharing and data protection policy. This policy should be read alongside our Confidentiality Policy, Information sharing and data protection policy and Client access to records policy.

Records

For the efficient running of the charity and the safety and wellbeing of the children that attend it is necessary for the charity to keep different kinds of records:

- **Registers**

We keep a weekly attendance record. This starts as a paper record which is then scanned and uploaded onto our secure computer system by the end of each week. Paper copies are stored in a locked filing cabinet in the office

- **Developmental records**

These include written observations of children, photographs, video clips and samples of their work and summary developmental reports and records of achievements. These are uploaded onto our secure online learning journal Tapestry. Photographs and videos captured using the charity dedicated camera are then deleted from the camera memory card in line with our Photography and filming policy.

- **Personal records**

These include referral and registration 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.

Records of concern relating to child safeguarding matters are kept in a separate file to that of the child's developmental records.



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- **Medical records**

Information may be retained about a child's medical or health needs. This information may be displayed in the setting to ensure the safety of the child during a session. For example, an allergy risk assessment chart is displayed in the kitchen and office area and on the clip board. These charts display only the first name of the child as well as details of their allergies and dietary requirements.

Consent to retain children's records

On the first visit, the parents/carers are asked to sign a Data Compliancy statement which forms part of our registration form. This gives permission for the charity to commence storage of information on their child. This registration form is dated and scanned on to the child's confidential records on a password protected computer system with encrypted drive. Parents are informed that all personal information is treated with confidentiality and that information will only be shared in accordance with our Information sharing and data protection policy.

Retention of children's records

We retain children's records in accordance with our Information sharing and data protection policy. Any personal records are deemed confidential and are subject to data protection law. The charity keeps these records securely - paper copies are kept in a locked filing cabinet in the office or on a password protected computer system.

When paper copies are scanned onto the secure computer system the paper copies are then immediately shredded in the office or kept in a locked filing cabinet.

Access to children's records

Parents have access to their child's records in accordance with our Confidentiality and client access to records policy.

Legal Framework and references:

- [Data Protection Act 2018](#)

This Policy was adopted by The Bumblebee Children's Charity and will be reviewed yearly.

Sign & Date July 2026

Signed on behalf of the Trustees

Name of signatory Lindsay Warne Role of signatory Charity Administrator