

Record Keeping and Data Protection Policy

Statement of Intent: To follow legislation with regard to the records we hold on the children in our care.

Aim: To keep up to date records on all the children in our care.

Method:

- We keep up to date with new legislation through contact with Dfee, OFSTED, the Early Years and Childcare Service in Bradford and the Pre-School Learning Alliance.
- We ensure new members of staff are supported through their Induction when filling in records.
- We offer trainings through the Early Years and Childcare Service in Bradford or Shipley/Keighley Pre-School Learning Alliance Branch on record keeping for all new members of staff.
- We give each child a key worker who will observe and fill in Foundation Stage Profile sheets, Individual Educational Plan and contribute to the planning.
- We ensure each Key Worker works with the parents towards their child's Individual Learning Plan.
- We observing the children on a regular basis by their Key Worker.
- We will share the information we have gained with Primary Schools our children attend and make it known to parents this will happen.

We will adhere to our Confidentiality Policy and Data Protection by:-

- Keeping records locked in the filing cabinet in our office at the village hall.
- Ensuring staff are made aware of the need for confidentiality when the files are removed from the filing cabinet for taking home to write up.

- Only allowing parents/named guardians access to these records.
- Informing parents when OFSTED or outside agencies are coming to visit and ask for permission to show their child's records.
- Storing school leavers' records, not transferred to Primary School, in a lockable cupboard for a year after they have left our setting then disposing of them by burning or shredding.
- Not divulging any personal data held on the children to anyone without parent/guardian permission.

This policy was adopted at the meeting held

Signed on behalf of the Pre-School