



Whiteley Preschool Record Keeping Policy

We follow the legal requirements set out in the Statutory Framework for the Early Years Foundation Stage (EYFS) 2019 and accompanying regulations about the information we must hold about registered children, their families and the staff working at Whiteley Preschool.

All our systems of data collection are used for the preschools personal use to assist with meeting the safety, well-being, educational and business requirements of the setting.

Our system of observation and record keeping enables us to monitor children's needs and progress on an individual basis. Learning journeys are an open document and we encourage parents to contribute to them and children can access them with their key person during the session. At Whiteley preschool we ensure that written records are kept in a secure place. These records will be only accessible to the relevant staff, parents, relevant committee members and other agency workers (such as Hampshire county council). (Conforming to the Data Protection Act 1998 and Freedom of Information Act 2000 and the General Data Protection Regulation 2018).

Procedures

- Records will only be available to staff on a 'need to know' basis
- Liaison with outside organisations and professionals will only take place where the parent has given consent unless the well-being of the child is deemed to be at risk
- Learning journals will be given to parents when the child leaves the setting for them to pass on, if they wish, to the child's next setting
- Where a child-study needs to be completed as part of staff training, the member of staff will obtain permission from the parent before the study commences
- Staff will receive training on how to carry out observations
- All staff will be bound by the confidentiality agreement
- The needs and progress of children who have special educational needs are monitored by our groups SENDCo, Jemma Baker who is responsible for writing individual education plans
- Our key person system ensures that each parent and child has a member/s of staff who they can liaise with
- During our termly parent's evenings, parents are encouraged to view their child's learning journey
- Parents can request to see and take home their child's learning journey at any time
- Working in partnership with other settings the child attends where parents provide consent
- Ensure records are easily accessible and available
- Staff understand the need to protect children's privacy – see confidentiality policy
- Information is only shared with prior consent with the following:
Health Visitors, Educational Psychologists, family support workers, speech and language therapists, school settings, Area InCo, Hampshire SFYC for funding, Payroll Company, pension company.

Policy adopted on: date: 11th July 2014

This policy was reviewed and updated on 2nd April 2020

Signed..... Chairperson

Privacy Notice:

How we use information – see Record Keeping Policy

Data retention periods:

Item	How long information is kept for
Accident, injury into preschool, monitoring forms	3 years after child has left setting
Visitors book and collection book	6 years
Children registers And personal details	6 years after a child leave setting
Staff signing in books and personal details	Until subsequent Ofsted
Photographs	1 year after leaving the setting, unless permission has been provided to be used on preschool publications including the website.
Committee personal details	6 years after leaving the setting
Parent email addresses and email conversations	Deleted at time of leaving setting, unless parent is returning with a sibling
Health and safety information including file log and medical reporting	40 years for staff accident records For RIDDOR 3 years
Children's safeguarding information	For 22 years
Learning journals	1 year after a child has left setting, given to parent on child leaving
Safeguarding – allegation against staff	10 years after leaving the setting
Complaints	Until after the subsequent Ofsted inspection
Insurance certificates	40 years
SFYC Funding	6 years after child leaves the setting
Staff appraisals and supervisions	6 years after they have left
Staff redundancies	6 years after they have left the setting
Accounts records	3 years
PAYROLL records	7 years after the end of the tax year
Meeting minuets	6 years after date of meeting

Please note you have the right to **complain** to the Information Commissioners Officer if you believe there is a problem with how the preschool handles data. However, in this circumstance please ensure you have also contacted the a Preschool Manager or Preschool Chairperson so they can resolve the matter as quickly as possible.

Removal of data:

Paper copies are shredded and electronic copies are deleted. Computers are disposed of after the hard drive being wiped of data.

Detection and reporting of a breach:

To help ensure the preschool is not breaching any data collection regulations, an annual Privacy Impact Assessment will be carried out. This will help ensure our procedures remain robust. Alongside this, Data protection will be discussed three times a year during committee meetings and Gemma Hardy, the data protection officer, will remain vigilant of working practices throughout daily processes.

Data Protection Officer - Gemma Hardy, Business Manager