

General Welfare Requirement: Documentation

Glebe House School Early Years Staff must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Record keeping

5.1 Children's records

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 General Data Protection Regulations and the Human Rights Act (1998).

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

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
----------------	------------------------	-----------------------	--------------------------

Procedures

We keep two kinds of records on children attending our setting:

Developmental records

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are usually kept in the individual year groups and can be freely accessed, and contributed to, by staff, the child and the child's parents or those with Parental Responsibility (PR).
- Aspects of the above developmental records will be stored on password protected PC's and lap tops etc where access is restricted to key members of staff, please refer to GDPR Consent Forms.

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 stored in a lockable file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.
- Parents/those with PR have access, in accordance with our 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.
- 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 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 25 years for safeguarding concerns. These are kept in a secure place.

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.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students from local schools/colleges on work placement and those completing recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.
- Please refer to our Glebe Trust GDPR and Privacy Notice for children in early years settings forms for further information on the type of information we collect and how we store it and for what purposes.

Legal Framework

- General Data Protection Regulations
<https://www.gov.uk/data-protection>
Regulation and Human Rights Act 1998
<http://www.legislation.gov.uk/ukpga/1998/42/contents>

Further guidance

- Information Sharing Advice for practitioners providing safeguarding services to children, young people, parents and carers
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/721581/Information_sharing_advice_practitioners_safeguarding_services.pdf

- Guidance on sharing information with relevant services when there are safeguarding concerns available via: <https://www.gov.uk/government/publications/safeguarding-practitioners-information-sharing-advice>
- The National Cyber Security Centre (NCSC): <https://www.ncsc.gov.uk/guidance/early-years-practitioners-using-cyber-security-to-protect-your-settings>

This policy initiated: SB, SE

Policy Written by: SB, SE

Policy to be updated on an annual basis.

Policy reviewed: September 2025