5.4 Children's records Policy

Reviewed: June 2026
Next Review Date: September 2027

Table of Contents

Policy Statement ***2***
5.4.1 Children's Developmental Records ***3***
5.4.2 Children's Personal Records ***3***
Personal Information 3
Contractual Information 3
Health, Development and Wellbeing 3
Early Support 4
Safeguarding and Welfare Concerns 4
Correspondence and Reports 4
5.4.3 Children Attending More Than One Setting ***5***
5.4.4 Archiving Children's Records ***5***
5.4.5 Other Records ***6***

5.4 Children's records Policy

Policy Statement

Miss B's Nursery maintains clear and accurate records for all children attending the setting. These records help ensure that the nursery operates effectively and that children receive appropriate care, support and education.

All record-keeping systems comply with current legal requirements, including the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, and the **Human Rights Act 1998**. The nursery follows guidance issued by the **Information Commissioner's Office (ICO)** when storing, sharing and managing personal information.

Maintaining accurate records supports the well-being and development of children while ensuring that their personal information is handled securely and respectfully.

This policy should be read alongside the nursery's:

- Confidentiality and Client Access to Records Policy (section 5.7)
- Information Sharing Policy (section 5.8)

This policy also reflects children's rights under the **United Nations Convention on the Rights of the Child (UNCRC)**, including:

- **Article 3** – The best interests of the child must always be a primary consideration.
- **Article 8** – Children have the right to preserve their identity and personal information.
- **Article 16** – Children have the right to privacy and protection of personal information.
- **Article 19** – Children have the right to protection from harm.

Miss B's Nursery maintains two main types of records relating to children attending the setting:

- **developmental records**

- **personal records**

5.4.1 Children's Developmental Records

Developmental records include observations of children within the nursery, photographs of learning experiences and summaries of children's progress and development.

Historically, these records were kept in paper-based learning journals; however, Miss B's Nursery now uses a secure online system known as **Tapestry**, which allows staff to record children's development electronically.

These records are stored securely within the system in accordance with the nursery's **Online Safety and Data Protection procedures**.

Parents and carers can view their child's developmental records through the secure online platform.

5.4.2 Children's Personal Records

Personal records held by Miss B's Nursery may include the following information:

Personal Information

This may include:

- the child's registration and application forms
- "Getting to know me" or settling-in information forms
- parental consent forms.

Contractual Information

This may include:

- a copy of the signed parent agreement
- details of the child's attendance pattern and sessions
- records of fees paid
- any communication regarding fee reminders or disputes.

Health, Development and Wellbeing

Records may include:

- summaries of EYFS development reports
- notes of discussions with parents regarding a child's health, wellbeing or development.

Early Support

Where additional support is provided, records may include:

- intervention plans
- SEN support documentation
- notes from meetings with parents or professionals.

Safeguarding and Welfare Concerns

Where necessary, records may include:

- documentation of safeguarding concerns
- actions taken by the nursery
- records of meetings or telephone conversations regarding the child
- relevant safeguarding documentation, including **Education, Health and Care Plans (EHCPs)** where applicable.

Correspondence and Reports

This may include:

- copies of the child's **Two-Year Progress Check** (where applicable)
- correspondence with other professionals or agencies
- confidential reports relating to the child.

Personal records are stored securely in line with the nursery's data protection procedures. Electronic records are password-protected, and any paper documentation is stored securely within the nursery office, which remains locked when not in use.

Incoming correspondence relating to a child is reviewed promptly, any necessary action is recorded, and the information is filed securely.

Access to children's personal records is restricted to authorised staff members only. This typically includes:

- The Nursery Manager
- Deputy Manager
- SENCo or senior leadership staff
- the child's Key Person
- other staff members authorised by the Nursery Manager.

Records may be shared with regulatory bodies such as **Ofsted** or authorised representatives from **West Sussex County Council,** where this is required as part of inspections, safeguarding processes, or statutory reviews. Identification and authorisation must always be verified before access is granted.

Parents and carers have the right to view records relating to their own child in accordance with the nursery's **Confidentiality and Client Access to Records Policy**. However, they do not have access to records relating to other children.

Staff members are reminded not to discuss confidential information shared by parents with other colleagues unless it is necessary to support the child's care and development. Staff induction includes training on confidentiality and the appropriate handling of sensitive information.

Children's records are normally retained for **three years after the child has left the nursery**. However, records relating to accidents or safeguarding matters are retained for longer periods in line with legal requirements. Accident records may be kept until the child reaches **21 years of age**, while safeguarding records may be kept until the child reaches **24 years of age**.

All archived records are stored securely.

5.4.3 Children Attending More Than One Setting

Where a child attends more than one early years setting, Miss B's Nursery will work collaboratively with parents and other providers to ensure that appropriate information is shared.

The child's **Key Person** may establish a two-way exchange of relevant information to support the child's development and well-being. Information provided by other settings or

by parents may be included in the child's developmental records where appropriate.

5.4.4 Archiving Children's Records

When a child leaves Miss B's Nursery, their records are removed from the active filing system and placed into a secure archive.

Paper records are securely destroyed after three years unless there is a legal requirement to retain them for longer.

Where records relate to safeguarding investigations under **Section 47 of the Children Act 1989**, they may be retained for up to **25 years**.

All archived documents are stored securely until they are destroyed in accordance with data protection regulations.

5.4.5 Other Records

Miss B's Nursery maintains a daily register recording:

- The names of children attending the setting
- the sessions they attend
- the name of each child's Key Person.

Students undertaking placements within the nursery are informed about the nursery's **Confidentiality and Client Access to Records Policy** and are required to follow these procedures at all times.
