



# Children's Transfer of Records and Books Policy September 2020

*Office use*

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<b>Associated documents:</b>			
General Data Protection Regulation (GDPR) guidance and associated documentation Privacy Notices Information Services		Retention policy Data Breach policy	
<b>Links to:</b>			
General Data Protection Regulation <a href="https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/">https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/</a> Records Management policy and retention guidelines <a href="http://irms.org.uk/page/SchoolsToolkit">http://irms.org.uk/page/SchoolsToolkit</a>		Freedom of Information Act <a href="https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/">https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/</a>	

## **Children's Records and Transfer of Records**

Safeguarding and Welfare Requirements: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting and to help ensure the needs of all children are met.

### **Policy Statement**

We have record keeping systems in place that meet legal requirements; the information that we store and share is held within the framework of the General Data Protection Regulation (GDPR) May 2018.

## **Policy and our Information Sharing Policy**

### **Procedures**

If a child attends another setting, we establish a regular two-way flow of appropriate information with parents and other providers. Where appropriate, we will incorporate comments from other providers, as well as parents and carers into the child's records.

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.

In The Mulberry Bush Nursery these are usually kept in the EExAT system and can be accessed, and contributed to, by our staff and the child's parents.

### **Personal records**

These may include the following (as applicable):

- Personal details – including the child's registration form and any consent forms.
- Contractual matters – details of the child's days and times of attendance, a record of the child's fees, any fee reminders or records of disputes about fees.
- Child's development, health and well-being – including a summary only of the child's EYFS profile report, a record of discussions about every day matters about the child's development health and well-being with the parent.
- Early Support – including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an SEN action plan) and records of any meetings held.
- Welfare and child protection concerns – including records of all welfare and protection concerns, and our resulting action, meetings and telephone conversations about the child, an Education, Health and Care Plan and any information regarding a Looked After Child.
- Correspondence and Reports – including a copies of Progress Checks, all letters and emails to and from other agencies and any confidential reports from other agencies.

These confidential records are stored in a lockable filing cabinet (which is always locked when not in use is stored in a lockable office) and/or the My Concern and Scholarpack Management Information Systems.

- We read any correspondence in relation to a child, note any actions and file it immediately
- We ensure that access to children's files is restricted to those authorised to see them and make entries in them for example the child's key person or class teacher, or other staff as authorised by the Principal.
- We may be required to hand children's personal files to Ofsted as part of an inspection
- Parents have the right to view records of their own children, but do not have access to information about any other child.
- Our staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Our staff induction programme includes an awareness of the importance of confidentiality for all our staff.
- We retain children's records for seven 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. These are kept in a secure place.

#### **When a child moves onto secondary education or transfers to a new primary setting**

- The child's paper file follows them to the new setting. This is sent securely sealed by recorded delivery.
- Electronic records from the Academy MIS are transferred by CTF file once confirmation has been received that the child has joined their new school
- Year 6 leavers CTF files are transferred to the new school at the end of the Summer Term.

#### **Other records**

- We keep a daily record of the names of the children we are caring for and their hours of attendance indefinitely, this information is stored securely online.