**Record Keeping**

**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 Data Protection Act and The Human Rights Act.

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

**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 records.
* These are kept on a secure online recording system called ‘Tapestry’. Parents will have a pin code and password to access their child’s records

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 observation by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.
* Staff will not discuss personal information given by parents with other members of staff, accept where it affects planning for the child’s needs. Staff induction includes an awareness of the importance of confidentiality in the role of key person.
* We retain children’s records for a reasonable time see Retention periods leaflet after they have left the setting. These are kept in a secure place.
* Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
* Parents/Carers details will be checked every term to ensure we have up to date information but parents/carers are also requested to keep us updated of any changes.

**Record Keeping**

**Provider Records**

**Policy statement**

We keep records for the purpose of maintaining our business. These include

 Records pertaining to our registration

Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.

Financial records pertaining to income and expenditure.

Risk assessments.

Employment records of staff.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act and the Human Rights Act.

The policy and procedure is taken in conjunction with the confidentiality and client access to records policy and information sharing policy.

**Procedures**

All records are the responsibility of the officers of the management committee who ensure they are kept securely.

All records are kept in an orderly way in files and filing is kept up to date.

Financial records are kept up to date for audit purposes.

Health and Safety records are maintained, these include risk assessments, details of checks or inspections and guidance etc.

Our Ofsted registration certificate is displayed.

Our Public Liability insurance certificate is displayed.

**Digital Photography and Images of Children**

We will be using i-pods to record children’s development; this will go on to their on-line account.

The safety and welfare of the children in our setting is of most importance. We will be using digital cameras on a daily basis as it plays an important part in communicating between the children. We encourage children to take photographs of each other as this helps develop the child’s confidence, independence, self pride and knowledge of ICT equipment.

We use images of the children attending our setting for the following reasons –

* To track developmental progress for their personal learning journal
* Children can look at their tapestry account to look back and recall past events.
* Local media and promotional material for the setting

Permission to take digital images of any child within the setting is sought from the legal guardian of the child, which is requested when the child starts the setting as part of the contract forms. Permission is also sought by all parents / carers for the filming of events and community gatherings.

To ensure the images taken of the children are protected from outside interference, we have several safety measures in place and procedures that must be adhered to by all in the setting.

* All photographs that are taken of the children in our care are relevant to the child and their development.
* Once a photograph is no longer relevant they can either be passed on to the legal guardian or destroyed
* All mobile phones of the staff are kept in the kitchen during session time and not brought into the room where the children are.
* Photographs of children are deleted from iPod’s and cameras weekly and from the computer each term.
* Photographs emailed to us by parents are printed out and then deleted from our system.
* Tutors, Ofsted and Norfolk County Council personal who use laptops or IPads will be expected to have their camera devices disabled or restricted to the office.