



Record Keeping Policy – Children’s Records

Policy Statement:

We keep children’s records for the purposes of operating our business, meeting legal requirements and storing and sharing information. These include personal records and developmental records and are regarded as confidential on the basis of sensitivity of information. These are maintained with regard to the framework of the Data Protection Act, General Data Protection Regulation (GPDR) and Human Rights Act.

Personal Records include, but are not limited to:

- Children’s Data held electronically on the laptop or within commercial software such as Tapestry (or other similar online application)
 - Nursery Registration Forms (paper), which include Contact Details, Medical Information, Consent Forms, signed Terms and Conditions
 - Accident Forms (paper)
 - Incident Forms (paper)
 - Existing Injuries (paper)
 - Medication Forms (paper)
 - Daily Registers (paper)
 - Nappy changing charts (paper)
 - Sleep charts (paper)
 - Correspondence with parents, guardians and any outside agencies, as required
 - Information sharing decisions with outside agencies
- Developmental Records** include, but are not limited to:

- ☐ Children’s Data held electronically in Tapestry (or other similar online application) or in paper form in the setting, which includes observations of children in the setting, photographs, video clips, samples of their work and developmental reports.

Procedures:

- All records are the responsibility of the setting Manager.
- All records are kept in an orderly way in files and filing is kept up-to-date.
- All personal confidential records are stored in a lockable filing cabinet and are kept secure by the manager in the office or other suitably safe place.
- Some personal records and all developmental records can be freely accessed by parents and guardians through Tapestry (or other similar online application), and are contributed to, by staff, the children and the child’s parents.
- For personal records that cannot be freely accessed through Tapestry (or other similar online application), parents 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.
- The setting manager will record decisions for information sharing with outside agencies.

Record Retention

- When a child leaves the setting they are given a paper copy of their Online Learning Journey and the child's account is made inactive shortly after restricting parental access (usually within 1 month).
- For retention periods of Children's Records please see our Record Retention Periods Document.

Information Commission Office and Data Protection Officer

Little Rays Daycare Ltd is registered as a Data Controller with the Information Commissioners Office under registration reference C1461032

Our Data Protection officer is Pauline Cheeseman

Linked Policies and Forms

Confidentiality and Client Access to Records Policy

Information Sharing Policy

Record Keeping Policy – Provider Records

Record Retention Periods

Legal Framework

Data Protection Act 1998

General Data Protection Regulation (EU) 2016/679

Human Rights Act 1998

Limitation Act 1980

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Updated by:	Mairead Cheeseman (Nursery Manager)
Reviewed 05/09/2025	Mairead Cheeseman