

Developmental records

- These include observations of children in the setting, photographs, and samples of their work and summary developmental reports.
- These are usually kept in the playroom and can be freely accessed by staff, and contributed to, by staff, the child and the child's parents.

Personal records

- These include registration and admission forms, signed consent forms, Parent contract, 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.
- Staff will not discuss confidential personal information given by parents with other members of staff, except where it affects planning for the child's needs, or where permission has been given by the parents. 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. These are kept in a secure place.
- We are registered with the Information Commissioner's Office (ICO).

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

- Students who are training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

Business Records

- These are kept securely at the setting.
- 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.

Legal Framework

- Data Protection Act 1998
- Human Rights Act 1998

This policy was adopted at a meeting of	<u>Melbourn Playgroup and Out of School Club CIO Management Committee</u>
Held on	<u>06/11/17</u>
Date to be reviewed	<u>2017-18 cycle</u>
Signed on behalf of the management committee	
Name of signatory	<u>Lisa Bamber & Janet Cottenden</u>
Role of signatory (e.g. chair/owner)	<u>Co - Chairs</u>