



Harvard Park Policies and Procedures:
**Record Keeping – Provider Records for adults
and children**

34. Record Keeping - Provider records for adults and children

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 our staff including their name, home address and telephone number.
- Records of medication administrations, slip/trip/falls documentation, accident records
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.
- Other documentation where there may be a legal obligation to do so.

Our records are treated as confidential due to the sensitivity of the information—such as employment records—and are managed in accordance with the United Kingdom General Data Protection Regulation (UK-GDPR) and the Human Rights Act (1998).

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

We keep two kinds of records on children attending our setting.

1. *EyLog Online Learning Journals*

- a. These include observations of children in the setting in the form of written, photographic or video evidence, samples of their work, summary developmental reports and records of achievement.
- b. The Learning Journal is kept electronically on tablets which are stored in main office in locked draw and are accessed by staff daily to record development. Students/Volunteers do not have access to these. Parents/carers are given the option to view their child's learning journal by downloading the EyLog application and will be sent a login link so they can contribute to the Learning Journal working in Partnership with the Keyperson. Parents/carers are required to set up their own passwords on request from the login link email.

2. *Personal Records:-*

- These include registration and admission forms, signed consents, an ongoing record of relevant contact with parents/carers, and observations by staff on any confidential matter involving the child, such as developmental concerns.

- We inform parents/carers when we need to record confidential information beyond the general personal information we keep (see our record keeping procedures and privacy statement) - for example with regard to any injuries, concerns or changes in relation to the child or the family, any discussions with parents/carers on sensitive matters, any records we are obliged to keep regarding action taken in respect of child protection and any contact and correspondence with external agencies in relation to their child.
- 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.
- Parents/carers have access, in accordance with the access to records procedure, to the files and records of their own children but they do not have access to information about any other child. There is a waiting period of 40 days but up to and including 60 days which enables the manager of the day to collate all relevant information to meet with the family.
- Early Years Educators will not discuss personal information given by parents/carers with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance confidentiality in the role of the key person.
- Some parents/carers sometimes share information about themselves with other parents/carers as well as staff; the setting cannot be held responsible if information is shared beyond those parents/carers whom the person has 'confided' in.

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 or other recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and required to respect it.

Procedures

- All records are the responsibility of our management team who ensure they are kept securely.
- All our records are kept in an orderly way in files and filing is kept up-to-date.
- Our financial records are kept up-to-date for audit purposes.
- We maintain health and safety records; 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.
- All our employment and staff records are kept securely and confidentially.
- Where we require retention of certificates to demonstrate 'safer recruitment' practice for the purpose of safeguarding audits, we are legally entitled to retain the certificate. This practice will need to be compliant with the Data Protection Act, Human Rights Act, United Kingdom General Data Protection Regulation (UK-GDPR), and incorporated within the

individual organisation's policy on the correct handling and safekeeping of DBS certificate information.

We notify Ofsted of any:

- change in the address of our premises.
- change to our premises which may affect the space available to Harvard Park or the quality of childcare and early education we provide.
- change to the name and address of our registered provider
- change to the person managing our setting.
- significant event which is likely to affect our suitability to look after children; or
- other event as detailed in the Statutory Framework for the Early Years Foundation Stage.

Records kept on Adults and Children

Records:- In accordance with the Statutory Framework for Day Care, we keep records of:

Adults:

- Name and addresses of all staff/students and volunteers on the premises, including temporary staff who work with the children or who have substantial access to them.
- Names and addresses of the owners or of all members of the management.
- All records relating to the staff's employment with the setting, including application forms, references, and results of checks undertaken etc.
- Registered numbers of qualified staff and certificates and DBS Disclosure numbers are kept.
- Performance records and records of achievements.
- Email addresses as a point of contact.

Children:

- Names, addresses and telephone numbers of parents/carers and adults authorised to collect children from the setting.
- Records of seeing copies of Birth Certificates are kept in contact folders (photocopies are not retained).
- The names and addresses along with the telephone numbers of emergency contacts in case of children's illness or accident.
- The allergies, dietary requirements and illnesses of all individual children.
- The times of attendance of children, staff, volunteers and visitors.
- Accidents, incidents and medicine administration records.
- Consents for outings, administration of medication, emergency treatment

Developmental records

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.

- These are electronic and the tablets are kept locked away at the end of the day and can be accessed, and contributed to, by staff, the child and the child's parents/carers via a parental app.

Personal records

These may include the following (as applicable):

- Personal details – including the child's registration form and any consent forms. The registration forms are regularly updated during progress meeting by parents/carer and additional information added will be re-signed by parents/carers. Additional emergency contact numbers must be provided by parents/carers.
- Contractual matters – including a copy of the signed parent contract, 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 everyday 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 Individual Support 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, a Statement of Special Educational Need and any information regarding a Looked After Child.
- Correspondence and Reports – including a copy of the child's 2-Year-Old Progress Check (as applicable), all letters and emails to and from other agencies and any confidential reports from other agencies.
- These confidential records are stored in a lockable file or cabinet, which is always locked when not in use and which our director keeps secure in an office or other suitably safe place.
- 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, this being our manager, directors or designated person for child protection, the child's key person, or other staff as authorised by our manager and/or directors.
- We may be required to hand or show children's personal files to Ofsted as part of an inspection or investigation process; or to local authority staff conducting a S11 audit, if authorisation is seen. We ensure that children's personal files are not handed over to anyone else to look at.
- Parents/carers 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.
- Our staff will not discuss personal information given by parents/carers 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 in the role of the key person.

- We retain children's records for 6 years after they have left the setting; except records that relate to an accident, SEND or child protection matter, which are kept until a child reaches the age of 25 years. These are kept in a secure place and are destroyed once the retention period has expired. We use Hounslow 'A Practical Guide to Record Keeping and Retention Periods' to refer to when considering the retention period of documents.
- Records pertaining to any child who is classified as a Looked After Child is kept until the child reaches the age of 75.

Archiving children's files

- When a child leaves our setting, we remove all paper documents from the child's personal file, scan them onto our systems and keep them on a computerised hard drive. The folder is labelled with the child's First and Surname along with the year the folder is to be permanently deleted.
- At the end of the academic year, folders are deleted and permanently deleted from the computer's hard drive. After the folder has been active for 6 years it is then deleted.
- If data is kept electronically, it is encrypted and stored as above.
- Where there are s.47 child protection investigations, we mark the envelope/folder with a star and archive it for 25 years.
- Where a child is classified as a Looked After Child, the information is kept until the child reaches the age of 75.
- We store financial information according to our finance procedures.

Other records

- We keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their key person.
- We keep daily nappy changes and sleep records for 1 month before they are destroyed.
- We keep a record of any accidents, incidents or head injuries that a child may sustain while in the care of Harvard Park. We also keep a record of any injuries that happen outside of our settings. These are kept in line with the information above.
- Students on recognised qualifications and training, when they are observing in the setting, are advised of our Confidentiality and Client Access to Records Policy and are required to respect it. Records of the student's observations as well as the signed consent from parents/carers to observe said child are kept on the child's individual file and thoroughly checked by the DSL before leaving the setting.

During an outbreak of serious illness or disease (such as Covid-19) there may be the need to keep additional records as part of outbreak management. A record is kept of individual cases of children/families who are self-isolating due to symptoms as per usual record-keeping procedures. In all cases the principles of data protection are maintained.

This Policies and Procedures pack was adjusted by Harvard Park.

Date meeting was held on 30/04/2026

Signed on behalf of the Directors and Proprietors

Nicki Saunders and Tracey Milstead