



10.3 Children's Records

Policy Statement

Meadow Nursery School has record keeping systems in place that meet legal requirements; this means the nursery uses, stores and shares information within the framework of General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and the Human Rights Act (1998).

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

Procedures

All records are the responsibility of the nursery management team, who ensure they are kept securely.

The nursery school keep two kinds of records on children attending the setting:

1) Developmental Records

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are available on-line via "Tapestry" and can be accessed by a password secured login, and contributed to, by staff, the child and the child's parents/carers.

2) Personal Records

- These include registration and admission forms, signed consent forms, 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.
- Where hard copies are kept, these confidential records are stored in a lockable file or cabinet and are kept secure by the nursery manager in an office or other suitably safe place.
- Parents/carers have access, in accordance with the nursery school's 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 nursery retains children's records for three 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.

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- Children's learning journeys and copies of end of year reports are sent to their receiving school or new setting along with any relevant SEN paperwork, with the parents' consent.

Other Records

- The nursery school keeps a daily record of the names of the children, their hours of attendance and the names of their key person. These records are held for 3 years either in paper format or as a secured computer file.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- 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.
- Any confidential records are kept in a lockable file or cabinet and are kept secure by the nursery manager in an office or other suitably safe place.
- Tapestry records are downloaded to a memory stick and kept for 3 years after the child has left the setting. Parents/Carers will be given a copy of their child's Tapestry record on a disc when the child leaves the setting.

Legal framework

UK General Data Protection Regulation (UK GDPR)
Data Protection Act (2018)
Human Rights Act (1998)

Further guidance

Information Sharing: Advice for practitioners providing safeguarding services for children, young people, parents and carers (DfE May 2024)

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This policy was adopted at a meeting of the Meadow Nursery School Parents' Association Committee	
Held on	31 st March 2014
Policy reviewed	September 2025
Date to be reviewed	September 2027
Signed by Chair	
Name	Samantha Foster-Kennedy
Signed by Nursery Manager	
Name	Debbie Hill

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