



Child's Personal Records	Date: January 2017	Revision No: 1	Page 1 of 2
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Policy Statement

Our work with children and their families will bring us into contact with confidential information which will only be used to enhance the welfare of their children. Parents have a right to know and be informed about the circumstances, and reasons, when we are obliged to share information and we will be open and honest and explain to families how, when and why the information will be shared about them and with whom. It is a legal requirement for the nursery to hold information about the children and families using the nursery and the staff working at the nursery. 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.

It is our intention to respect the privacy of children and their families and we do this by following the procedure below:

- Confidential records are stored in a locked filing cabinet.
- Written permission is obtained to hold personal details on children and staff.
- Parents are informed when we need to record confidential information beyond the general personal information we keep i.e. injuries, concerns, safeguarding, contact with external agencies.
- Written consent is sought from parents before information is shared with external agencies unless a child is considered at risk when our safeguarding children policy will be followed.
- Parents have access to files and records of their own children but not to those of any other child.
- All staff are aware that personal information given by parents is confidential and only for use within the nursery, where it affects planning for the child's needs
- If parents share information about themselves with other parents as well as staff we cannot be held responsible if information is shared by those parents whom the person has 'confided' in.
- Staff, student and volunteer inductions include an awareness of the importance of confidentiality.
- Decisions regarding staff employment remains confidential to those directly involved in the process.
- If staff breach this policy this may result in disciplinary action including dismissal.

Record of Your Child's Progress

Littleminds has a key persons system in operation. Your child will be assigned to a member of staff who will be responsible for the initial settling in period, this will enable your child to form a bond with his/her key person. Your child's key-person will also be responsible for keeping a record of your child's progress.

However, please note that the key-person does not have sole charge of your child throughout the day and at times they will not be the person giving you feedback at the end of each session/day.

Logbook

Procedure:- Private clients should 'sign in and out' upon arrival and departure on our log book by the door. If a child is being collected by anyone other than the persons listed in the registration form, a member of staff must be informed in advance. The child will be released against the set password and presentation of I.D card and the sign in/sign out daily logbook must be signed. A child will not be allowed to leave the Nursery unless these procedures have been followed. Those using the Government free child care scheme should sign 'in and out' using a key supplied by Littleminds. (this key is called f.o.b. key) An F.O.B. reader has been installed by the main entrance. This is a device that provides instant information to the government department and Littleminds.

Communication Diary

A communication diary will be in place for all children and we will keep you informed about daily activities, such as:

- nap time.
- eating time and amount of food eaten.
- potty training.
- a brief of daily activity.
- any new skill learnt.

Also parents/guardians are encouraged to write any relevant information in the daily communication diary. e.g.

- if child had any breakfast.
- if the child had a restful sleep.
- any occurrences that might have upset child, so we can continue reassuring child.

- any special event that happened or is going to happen, for instance: -birthday party; going abroad; picnic; swimming etc. This will help the key worker engage in relevant conversations with the child.

Children's Records

Littleminds reserves the right to keep all records of the registered children and use them for child care purposes. The centre maintains confidentiality with all users of the service in line with the Data Protection Act.

Information concerning children or their families will only be divulged to the appropriate authorities in this instance the Department for Welfare Standards in compliance with the licensing conditions of this authority or in the case of suspected child abuse to the Child Protection Services.