

Essex Wildlife Trust

Nature Nursery: Children’s Records Policy and Procedure

A policy describes what we do and how we do it as an organisation. It is a set of agreed principles which set out a course of action adopted by our staff and volunteers. It will often include acceptable methods, behaviours, and an approved procedure. It is usually internal, although some organisational policies are expected to be publicly accessible.

Version Control

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When review is completed, please send to: businesssupport@essexwt.org.uk

Version	Date	Changes made by	Reason for change
2	09 June 2023	J Burlingham	Update to new format
			Clarify responsibilities, times and locations of data storage

1. Introduction

- 1.1. This policy covers general principles in the Nature Nursery of keeping child protection records, how long these should be kept, access to child protection records, information sharing and the transferring of child protection records.

2. Scope

- 2.1. This policy applies to all employees at Essex Wildlife Trust who have responsibilities in ensuring children's documentation remains confidential and is stored correctly, in line with GDPR rules and regulations.

3. Purpose of Policy

- 3.1. To provide policy and guidance for the staff at Nature Nursery and in the wider Trust regarding the recording and storage of children's confidential information, ensuring all data are stored correctly in line with Essex Wildlife Trust's wider GDPR policies and procedures.

4. Policy Statement

- 4.1. We have record keeping systems in place that meet legal requirements in terms of storing and sharing information within the framework of the General Data Protection Regulations (GDPR) (2018) and the Human Rights Act (1998).
- 4.2. This policy should be read alongside the relevant Essex Wildlife Trust Data Retention Policy, the Privacy Notice, and information on Confidentiality and GDPR located within the Staff Handbook. Enquiries regarding GDPR should be directed to the Finance and Systems team.

5. Procedure

- 5.1. A registration document is completed by parents following initial enquiry and confirmation of attendance. Details will be transferred to the child's individual EyWorks system, the online assessment tool where each child has an individual profile/portal where details, contact information, observations, photos and videos, comments and work samples can be uploaded.
- 5.2. During the settling in process, or during transition, an 'All About Me' form will be completed by the child's key person, alongside the parent or carer.
- 5.3. If a child attends another setting, we will establish a regular two-way flow of appropriate information with parents and other providers. Where appropriate, we will incorporate comments from other providers, as well as parents and/or carers into the child's records.
- 5.4. The 'Second settings' form is completed during the settling in period, transition or when a new setting is planned, as appropriate.

We keep two kinds of records on children attending Nature Nursery:

5.5. Developmental records

- 5.5.1. These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports – they are predominantly recorded as part of the EyWorks online journal.
- 5.5.2. Developmental records are kept secure on the online portal and can be accessed, and contributed to, by staff, and the child's parents or carers.
- 5.5.3. Paper documents pertaining to individual children are stored securely in a locked filing cabinet in the Nursery Office.

5.6. Personal records

These may include the following:

- 5.6.1. Personal details – including the child's registration form and any consent forms.
 - 5.6.2. 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.
 - 5.6.3. Child's development, health and well-being – including a summary only of the child's EYFS profile report, a record of discussions about every day matters about the child's developmental health and well-being with the parent or carer.
 - 5.6.4. Early Support – including any additional focussed intervention provided by Nature Nursery (e.g., support for behaviour, language or development that needs an SEN action plan) and records of any meetings held.
 - 5.6.5. Safeguarding concerns – these will be reported via the company system and form, and all records will be stored securely by the Designated Safeguarding Leads. Appropriate details regarding these welfare or child protection concerns and any resulting action, meetings and telephone conversations about the child, Education, Health and Care Plans and any information regarding a Looked After Child will also be stored within the Nursery Office.
 - 5.6.6. Correspondence and reports – including a copy of the child's 2-Year-Old Progress Check, all letters and emails to and from other agencies and any confidential reports from other agencies.
- 5.7. These confidential records are stored in a lockable file or cabinet, which is always locked when not in use and which is maintained within the Nursery Office.
- 5.8. We read any correspondence in relation to a child, note any actions and file it immediately.
- 5.9. We ensure that access to children's files is restricted only to Nature Nursery staff. Any other individual requesting access must ensure they have permission of the Nursery Management team.

- 5.10. It may be necessary to allow access to personal files as part of an Ofsted inspection or investigation process; or to local authority staff conducting a S11 audit, if appropriate identification and authorisation is seen. This will be recorded within the appropriate file.
- 5.11. Parents have access, in accordance with all relevant policies, to the files and records of their own children, but do not have access to information about any other child.
- 5.12. Our staff will not discuss personal information given by parents 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.
- 5.13. We retain children's records for three years after they have left the setting; except for records that relate to an accident or Safeguarding/child protection incident, which are kept for 30 years (see relevant EWT Safeguarding Procedure). These are kept in Essex Wildlife Trust's secure archive location.

5.14. Archiving children's files

- 5.14.1. When a child leaves Nature Nursery, all paper documents from the child's personal file will be transferred to a robust envelope, labelled with the child's name, date of birth and the date they left the setting.
- 5.14.2. This will be sealed and placed in an archive box, and transferred to the secure storage location within Abbots Hall Head Office.
- 5.14.3. These records will be stored for three years before being destroyed.
- 5.14.4. Electronic data is encrypted and stored for 3 years.
- 5.14.5. Safeguarding investigations or concerns and referrals will be kept in a separate file, marked confidential, and archived for 30 years.

6. Appendices

This policy is to be read in conjunction with wider Essex Wildlife Trust Policies and Procedures

- 6.1 Data Retention Policy
- 6.2 Equality, Diversity and Inclusion Policy
- 6.3 EYFS - Statutory framework for the Early Years Foundation Stage (up to date version available via Government website)
- 6.4 Privacy Notice
- 6.5 Safeguarding Children, Young People & Adults at risk policies and procedures Part 1 and 2
- 6.6 EWT Staff Handbook

Additional documents and information

- 6.7 EyWorks system specifications and information
- 6.8 Nature Nursery Registration Document and 'All About Me' forms
- 6.9 Second Settings Form

Legislation and weblinks

6.10 [Data protection: The Data Protection Act - GOV.UK \(www.gov.uk\)](http://www.gov.uk)

6.11 [Human Rights Act 1998 \(legislation.gov.uk\)](http://legislation.gov.uk)