



Safeguarding and Welfare Requirement: Information and Records

Providers must maintain records and obtain and share information to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

10.6 Children's Records

Policy statement

Impact Montessori Nursery maintains accurate, secure and appropriate records for every child attending the setting. Our record-keeping arrangements support the safe and effective delivery of care, learning and development and help us meet our legal, regulatory and safeguarding responsibilities.

We process and store children's personal information in accordance with the **UK General Data Protection Regulation (UK GDPR)**, the **Data Protection Act 2018**, the **Human Rights Act 1998**, and applicable early years and safeguarding requirements.

We ensure that children's records are:

- accurate, relevant and kept up to date;
- stored securely;
- accessed only by people who are authorised and have a legitimate need to access them;
- shared only where there is a lawful and appropriate reason to do so;
- retained only for as long as necessary in accordance with our **Records Retention Schedule** and applicable legal requirements; and
- securely destroyed when they are no longer required.

This policy should be read alongside our:

- **Privacy Notice**;
- **Confidentiality and Client Access to Records Policy**;
- **Information Sharing Policy**;
- **Safeguarding and Child Protection Policy**;
- **Records Retention Schedule**; and
- **Transfer of Records Policy**.

Procedures

Information sharing with other settings

Where a child attends another early years setting, school or educational provision, we establish an appropriate two-way flow of information with parents/carers and, where appropriate, the other provider.

Information will only be shared where it is relevant, necessary and lawful to do so.

With the appropriate permissions or other lawful basis, we may incorporate relevant information from parents/carers and other professionals or providers into the child's records where this supports the child's care, learning, development, health, wellbeing or safeguarding.

Where information needs to be shared for safeguarding purposes, we will follow our safeguarding and information-sharing procedures. Parental consent is not required where information can or must lawfully be shared to protect a child or another person from harm.

Types of records we keep

We keep two broad categories of records relating to children attending the setting:

1. Developmental records

Developmental records provide evidence of a child's learning, development and progress and may include:

- observations of the child;
- photographs and, where appropriate, video clips;
- examples or samples of the child's work;
- information about the child's interests, strengths and achievements;
- assessments and summaries of developmental progress;
- information relating to the child's individual learning and development;
- relevant contributions from parents/carers and other professionals.

Developmental records are stored securely using our approved paper and/or electronic systems.

Access is restricted to authorised staff who require the information to support the child's learning and development.

Parents/carers have access to their child's records in accordance with our **Privacy Notice** and **Confidentiality and Client Access to Records Policy**.

2. Personal records

Personal records may include the following, where applicable and necessary.

Personal and registration information

- registration and admission forms;
- child's name, date of birth and address;
- parent/carer contact details;
- emergency contact information;
- details of persons authorised to collect the child;
- information concerning parental responsibility;
- relevant court orders or restrictions;
- consent forms and permissions.

Contractual and financial information

- signed parent/carer contract;
- agreed days and hours of attendance;
- attendance records;
- fees and payment records;
- records of fee reminders;
- relevant correspondence concerning fees or contractual matters;
- funded childcare information and eligibility documentation, where applicable.

Financial records are retained in accordance with our financial procedures and applicable legal requirements.

Health, development and wellbeing

Records may include:

- relevant health and medical information;
- allergies and dietary requirements;
- medication records;
- information needed to meet the child's health and care needs;
- relevant information concerning the child's development and wellbeing;
- records of discussions with parents/carers concerning the child's health, development or wellbeing;
- relevant assessments and progress information;
- information required to support a child's individual needs.

Only information that is relevant and necessary will be recorded.

SEND and additional support

Where applicable, records may include:

- information relating to special educational needs and disabilities (SEND);
- identified additional needs;
- targeted support or interventions;
- SEN support plans or other relevant plans;
- records of meetings with parents/carers and professionals;
- advice and reports from relevant professionals;
- information about an Education, Health and Care Plan (EHCP), where applicable.

Safeguarding and child protection

Where concerns arise, we maintain appropriate safeguarding records, including:

- records of welfare or child protection concerns;
- details of actions taken;
- records of relevant meetings and discussions;
- records of communications with parents/carers and professionals;
- referrals to relevant agencies;

- information received from children's social care, health professionals or other safeguarding agencies;
- relevant child protection plans;
- information concerning a looked-after child, where applicable;
- information relating to an Education, Health and Care Plan where relevant to safeguarding or the child's needs.

Safeguarding records are treated as confidential and are only accessible to authorised individuals.

Correspondence and professional reports

Children's records may also contain:

- relevant correspondence with parents/carers;
- letters and emails concerning the child;
- the child's two-year progress check, where applicable;
- reports from health professionals or other agencies;
- correspondence with schools and other educational settings;
- information from children's social care or other statutory services;
- records of meetings, telephone conversations and other significant communications concerning the child.

Staff will review correspondence relating to a child, identify and record any necessary actions, and file or store the information securely and promptly.

Storage and security of children's records

Confidential paper records are stored in a secure, lockable cabinet or other secure location.

Paper records are kept locked when not in use and access is restricted to authorised individuals.

Electronic records are stored using approved systems with appropriate security measures, which may include:

- individual user accounts;
- strong passwords;
- access controls;
- encryption where appropriate;
- secure backups;
- restricted administrative access;
- secure devices and networks.

Staff must not leave children's personal information unattended or disclose passwords or access credentials to others. Personal information must not be stored on personal devices, personal email accounts or unauthorised cloud-storage services.

Any suspected loss, unauthorised access or disclosure of children's personal information must be reported immediately to the manager or designated person responsible for data protection, in accordance with our data breach procedures.

Access to children's records

Access to children's records is restricted to individuals who are authorised and have a legitimate reason to access the information.

This may include:

- the nursery manager;
- deputy manager;
- designated safeguarding lead/designated person;
- the child's key person;
- other authorised staff where access is necessary for their role;
- relevant professionals or agencies where information can or must lawfully be shared.

Staff only access information that is necessary for their role.

Parents/carers may request access to information relating to their own child in accordance with our **Privacy Notice, Confidentiality and Client Access to Records Policy** and applicable data protection legislation.

A parent/carer does not automatically have a right to access information relating to another child or confidential information concerning another person.

Where a record contains information relating to another individual, we will consider whether that information can be disclosed before responding to an access request.

Children may have their own data protection rights. Where appropriate, we will consider the child's age, maturity, understanding and best interests when dealing with requests relating to their personal information.

Confidentiality

All staff are expected to maintain confidentiality and only discuss information about children and families where there is a legitimate professional reason to do so.

Information provided by parents/carers will not be shared with other staff unnecessarily.

Relevant information may be shared with staff where it is necessary to:

- plan and provide appropriate care and learning;
- meet a child's health or additional needs;
- support the child's wellbeing;
- protect the child or others;
- meet safeguarding responsibilities.

Confidentiality does not prevent information being shared where there is a legal requirement or where sharing is necessary and lawful to safeguard a child or another person.

Staff receive information about confidentiality and data protection as part of their induction and ongoing training. Students, volunteers, apprentices and visitors who have access to children's information are made aware of our confidentiality requirements and must comply with them.

Disclosure to Ofsted and other authorised bodies

Children's records may need to be made available to **Ofsted**, the Local Authority or another authorised statutory body where there is a lawful requirement or legitimate regulatory, safeguarding or inspection purpose.

Before providing records, the setting will establish the identity and authority of the person requesting the information.

Children's personal files will not be disclosed to unauthorised individuals.

Where appropriate, only the information necessary for the specific purpose will be provided.

Transfer of children's records

When a child leaves Impact Montessori Nursery and moves to another school or setting, relevant information will be transferred securely where this is required or permitted by law or necessary to support the child's continuing care, learning, development, health, wellbeing or safeguarding.

We will follow our **Transfer of Records Policy** when transferring information.

Where records are transferred electronically, appropriate security measures will be used.

Where paper records are transferred, they will be securely packaged and sent using an appropriate method.

Retention of children's records

We do not retain all children's records for the same period.

Records are retained in accordance with:

- applicable legislation;
- early years and safeguarding requirements;
- regulatory requirements;
- guidance from relevant authorities;
- insurance requirements;
- our **Records Retention Schedule**.

Different types of records may therefore have different retention periods.

Safeguarding and child protection records may need to be retained for longer than ordinary childcare records where required by legislation, statutory guidance, safeguarding requirements or where necessary to protect the interests of the child.

We will not routinely retain personal information indefinitely.

When the applicable retention period has expired, records will be securely destroyed, securely deleted or anonymised, as appropriate.

Archiving children's files

When a child leaves the setting, their records will be reviewed and prepared for secure archiving or transfer.

Paper records that are required to be retained will be:

- placed in a secure, appropriate file or envelope;
- clearly identified using the information necessary to locate the record;
- stored in a secure, locked location;
- accessible only to authorised personnel;
- retained for the appropriate period specified in our Records Retention Schedule.

Where records need to be retained because of safeguarding or child protection matters, they will be clearly identifiable within our secure records system and retained for the period required by the applicable retention requirements.

Electronic records will be retained within approved secure systems and protected by appropriate access controls.

Once records reach the end of their retention period, they will be securely destroyed or permanently deleted. Financial information will be retained separately in accordance with our financial procedures and applicable legal requirements.

Other records

We maintain a daily record of:

- the names of children attending the setting;
- children's hours of attendance;
- relevant staff/key-person arrangements;
- other information required by applicable early years requirements.

Visitors, students, volunteers and trainees who observe or work within the setting are informed of their responsibilities regarding confidentiality, data protection and children's records.

Students and trainees may only access children's information where this is necessary for their placement or course requirements and where appropriate supervision and confidentiality arrangements are in place.

Data breaches

Any actual or suspected loss, theft, unauthorised disclosure, accidental disclosure or unauthorised access to children's personal information must be reported immediately to the nursery manager or designated data protection lead.

We will assess the incident and take appropriate action in accordance with our data protection and data breach procedures.

Where required by law, we will notify the Information Commissioner's Office (ICO) and/or affected individuals within the applicable timescales.

Legal framework

This policy is based on the requirements of applicable legislation and guidance, including:

- UK General Data Protection Regulation (UK GDPR);
 - Data Protection Act 2018;
 - Human Rights Act 1998;
 - Children Act 1989 and 2004, where applicable;
 - applicable Early Years Foundation Stage (EYFS) requirements;
 - relevant safeguarding legislation and statutory guidance;
 - relevant Information Commissioner's Office (ICO) guidance.
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Further guidance

- Information Commissioner's Office (ICO) – guidance on data protection and children's information.
- Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers.
- Current Early Years Foundation Stage (EYFS) statutory framework.

- Local safeguarding partnership procedures and guidance.
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Policy review and approval

This policy was adopted by: Impact Montessori Nursery

Date adopted: __September 2026_____

Date of last review: _____

Date to be reviewed: _____

Signed on behalf of the provider: _____

Name of signatory: _____

Role of signatory: _____