



Record Keeping Procedures

Introduction

Houghton and Wyton Pre-school recognises the importance of accurate and secure record keeping ensuring effective management, safeguarding, and communication. We are committed to protecting the privacy and confidentiality of all children, families, staff, and visitors in line with the **Data Protection Act 2018, UK GDPR, and EYFS 2023.**

Aim

To ensure that records are maintained securely, appropriately shared when necessary, and retained or destroyed in line with statutory requirements.

Objectives

We will:

- Keep accurate and up-to-date records on children, staff, and operational procedures
- Store all records securely, with appropriate access controls
- Share information only where there is a lawful basis, in line with safeguarding duties
- Retain and dispose of records according to legal timeframes and best practice

Roles and Responsibilities

- **Manager:** Oversees all record-keeping systems and ensures compliance with legislation and policy
- **Data Protection Officer (DPO):** Maintains the data protection log and supports staff training
- **Staff:** Maintain accurate records and report any data concerns or breaches
- **Parents/Carers:** Provide accurate information on registration and update changes promptly

Implementation Procedures

1. Children's Records

- Maintained in accordance with policies 07.1–07.4, including:
 - Registration and consent forms
 - Child protection and safeguarding documentation
 - SEN plans and health records
- Records are updated regularly and stored securely in locked cabinets or encrypted digital systems

2. Staff and Volunteer Records

- Records include:
 - Contact details, emergency information, qualifications, DBS numbers
 - Supervision, appraisals, training records
- Access is limited to the Manager and designated personnel

3. Daily Operational Records

- Required by law and include:
 - Attendance registers (children and staff)
 - Risk assessments and health and safety checklists
 - Fire drill and emergency procedure logs
 - Complaints and incident logs (as per EYFS 2023: Sections 3.77–3.78)

4. Confidentiality and Information Sharing

- Information is shared:
 - With consent from parents/carers
 - Without consent only where required by law or in the child's vital interest (e.g. safeguarding)
- Records of information sharing are kept and justify the decision to share



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- Staff are trained on when and how to share information with professionals Access to safeguarding records is limited to the DSL, Manager, and where necessary, the relevant statutory agencies

5. Retention and Disposal

- Retention periods follow **LA and national guidance**:
 - Accident records: 21 years and 3 months
 - Safeguarding records: until child reaches 25
 - Attendance: minimum 3 years
- Records are disposed of securely (shredding or digital deletion)
- See Retention of Records Schedule (Appendix A) for full breakdown

Monitoring and Review This policy is reviewed annually by the Manager and Board of Trustees or sooner if changes to legislation or practice occur. Internal audits of records are carried out termly.

Legislation and Guidance

- Statutory Framework for the EYFS (2023) – Sections 3.68–3.78
- Data Protection Act 2018
- UK General Data Protection Regulation (UK GDPR)
- Human Rights Act 1998
- Information Commissioner’s Office (ICO) Guidance

Acknowledgment

All staff and trustees must understand and follow this policy. By doing so, they help protect the integrity, confidentiality, and lawful use of the setting’s records.