

Record Keeping – Children's Records

There are record keeping systems in place that meet legal requirements and that means of storing and sharing that information takes place within the framework of the Data Protection Act and the Human Rights Act.

On taking up a place the parent completes a registration with the child's key person as follows:

Basic details

- Full name and name the child is usually known as
- Date of birth
- Names of parents (those who have parental responsibility)
- Names of any other significant adults in the home who do not have parental responsibility
- Home address, telephone and mobile number of parents/significant adults
- Details of contact telephone numbers for parents (work, college/university)
- Emergency contact name, address and telephone
- Any other carer who regularly collects the child
- Names and ages of other children in the family and other settings attended

Welfare, health and special educational needs

- Details of any illnesses, disabilities or allergies
- Whether there are any specific care and educational needs that arise from any of these conditions.
- Details of any medication that the child regularly takes
- Details of hospital consultant if applicable
- Health visitor's name and telephone number
- Social care worker's name and telephone number if applicable
- Reason for social care worker involvement
- Any other professional who has regular contact with the child/family

Linguistic and Cultural needs

- How does the family describe their child/family's cultural background?
- What is the family's religion?
- Specific care and educational needs arising from the child's culture and religion, e.g. skin care, dietary needs and preferences, festivals celebrated etc.
- What languages are spoken at home and/or by the child?
- What skills does the child have in their home language?
- What skills does the child have in English where this is not the home language?
- Will the child need a bilingual support plan?

About the child

An All About Me form is filled in with the parent or Responsible person. Within this form personal information can be received such as:

- The baby's feeding schedule? How does the baby feed and what is his/her appetite like? This information is transferred into baby's Diary and a routine file within Daisy Room
- What are the child's dietary likes and dislikes?
- How often does the child sleep?
- Does the child have any comforters?
- Does he/she need a comforter and what helps them go to sleep?
- What is the child's favourite hobbies, interests ETC ?
- What are your child's favourite things, to talk about?

On the registration form the parent signs some general consent forms:

- Local outings consent
- Emergency treatment consent
- Administer a plaster if necessary
- Consent for the baby/child to be photographed or videoed for record keeping
- Information to be shared with other professionals
- Interaction with the nursery dog

Storage of information

- Children's paper based personal information is stored in cardboard document files which are kept in a locked filing cabinet in the setting's office which is always locked when not in use.
- Children's personal files are kept separately from their developmental record
- Correspondence in relation to the child is read, any actions noted, and filed immediately into the appropriate section.
- Access to children's files is restricted to those authorised to see them and make entries in them, this being the manager, deputy or designated person for child protection or other staff as authorised by the manager.
- Children's personal files are not handed over to anyone else to look at; this includes Children's Centre staff unless a sharing information form has been signed by parent/carer.
- Children's personal files may be handed to Ofsted as part of an inspection or investigation process.

Kindersoft

- The setting uses KinderSoft a nursery management system, trusted by hundreds of nurseries up and down the country to assist in the day to day management of the nursery.
- Kindersoft is only accessed from the Manager's and the Administrator's computers which are password protected.

Tapestry

- Each child will have a personal on-line Learning Journal which records photos, observations and comments, in line with the Early Years Foundation Stage
- Tapestry, is a system, which is hosted in the UK on secure servers. These servers conform to very high environmental standards and are proactively managed 24 hours a day. Each Tapestry account has its own database and the code itself is developed using hack-resistant techniques. Filenames are encoded for uploaded, videos and images, making Tapestry a safe and secure on-line Learning Journal tool.
- Parents/carers will have secure access to their child's Learning Journal and, in addition to viewing our contributions, they are encouraged to add to it by uploading photos and comments, or commenting on observations made by us.
- Once parents have completed the attached permission slip and provided us with an e-mail address we will set up an account.
- Parents/carers who do not have access to e-mail can access their online journal through the use of a nursery computer by appointment throughout the year. It is also possible to provide print outs of the Learning Journeys
- In order for a child's Learning Journal to be created parents give us permission by completing a consent form