

Record Keeping

Children's records

Alongside associated policy and procedure outlined in the Confidentiality and Client Access to Records and Information Sharing policy and Childcare Privacy Notice, **this policy was adopted by Mr Bee's on 17th November 2011.**

Policy Statement

Mr Bee's have record keeping systems in place for the safe and efficient management of the Centre and to meet the needs of the children; that meet legal requirements for the storing and sharing of information within the framework of the General Data Protection Regulations (GDPR) (2018) and the Human Rights Act (**refer to Childcare Privacy Notice**).

Procedures

If a child attends another setting, we 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.

We keep two kinds of records on children attending our Centres:

Developmental records

- These are stored separately from a child's personal file.
- These include observations of children in the centre, photographs, video clips and samples of their work and summary developmental reports and referred to as 'learning stories'.
- Learning stories (paper copy) remain in the childcare room and can be freely accessed and contributed to by staff, the child and the child's parents/family.
- Electronic learning journeys are stored securely on our cloud based Family software. Staff members update learning **journeys** electronically using on site devices owned by Mr Bee's Family Centre. A unique log in password created at registration provides access to a child's electronic learning journey.
- At registration, consent to take images is requested, which includes consent for a child's image to appear in another child's learning records.
- The Centre Lead will complete a risk assessment, including transport and storage of information, to maintain confidentiality if records about the child are needed to attend a meeting outside of the centre.
- Learning stories WILL NOT be removed from the premises without the Centre Lead's or Lead Practitioner's permission and it must be signed out using the 'Learning Story Signing In and Out sheet'.

- The learning story **and journey** becomes the property of the child/parent when a child's contract ends and must be signed out as mentioned above and with the authorisation by the Centre Lead or Lead Practitioner.
- When a child transfers to a new setting, the parent can:
 - i. Download and send the new setting a pdf copy of the learning journey, or
 - ii. Request the centre send a pdf copy of the learning journey to the new centre, or
 - iii. The parent can add the new setting as a contact, which will allow them access to the learning journey.

Personal records

- Each child at Mr Bee's has a robust card folder for paper documents secured by plastic sleeves or metal binders, and an electronic file stored on our management system 'Family' and include:
 - Personal details such as registration form, birth certificate, consent forms and additional emergency contact numbers.
 - Contractual matters such as booking schedules, invoices, any reminders or records of disputes about fees.
 - Confidential material such as Early Help and Assessment Plans (EHAP), Early Support information or Education, Health and Care Plan (EHCP), case notes including recording of concerns, discussions with parents, and action taken, copies of correspondence and reports from other agencies.
 - additional focussed intervention provided by the setting, for example, support for behaviour, language or development that needs an Action Plan at setting level.
 - records of any meetings held.
 - welfare and safeguarding concerns: correspondence and reports: all letters and emails to and from other agencies and confidential reports from other agencies.
- Ethnicity data is only recorded where parents have identified the ethnicity of their child themselves.
- We maintain confidentiality by storing files in a locked filing cabinet with access restricted to authorised personnel only.
- Correspondence in relation to a child is read, any actions noted and filed immediately.
- Access to children's personal files is restricted to those authorised to see them and make entries in them, this being the Centre Lead, Lead Practitioner, Designated Safeguarding Lead (DSL) for child protection, the child's key person, or other staff as authorised by the Centre Lead.
- Children's personal files are not handed over to anyone else to look at.
- Children's files may be handed to Ofsted as part of an inspection or investigation; they may also be handed to local authority staff conducting a S11 audit if authorisation is seen.
- Parents have access to the files and records of their own children but do not have access to information about any other child.

- Any records relating to child protection matters are kept locked in a separate file with access limited to the Designated Safeguarding Lead (DSL) and the deputy DSL (see information sharing and safeguarding policies).
- Staff know how and when to share information effectively if they believe a family may require a particular service to achieve positive outcomes, which is further outlined in our **Confidentiality, recording and sharing** information, **including Client Access to Records** policy.
- Staff know how to share information if they believe a child is in need or at risk of suffering harm, **which is further outlined in our Safeguarding and Child Protection policy.**
- Staff record when, with whom, why and whether consent given of any information that is shared. In line with guidelines, where a staff member takes the decision to override the refusal for consent, the reason why this decision was made is also recorded.
- Guidance and training for staff specifically covers the sharing of information between professions, organisations, and agencies as well as within them, and arrangements for training takes account of the value of multi-agency as well as single agency working.
- We archive and dispose of children's records in compliance with Norfolk County Council (NCC) guidelines.
- Where NCC recommends records are to be kept longer than three years, these will be scanned and stored on a secure area of the Mr Bee's server, which is password protected and only accessible by authorised personnel.
- The Centre Lead will complete a risk assessment, including transport and storage of information, to maintain confidentiality if records about the child are needed to attend a meeting outside of the centre (case conference or referral to MASH team out of working hours).

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Short-term students from the high schools are aware they will be required to sign a confidentiality agreement and the need to keep any information they come by while undertaking observation confidential.
- Long-term students are inducted in the same way as employees and read our Confidentiality policy as well as sign a confidentiality agreement before starting at the Centre.
- Students who may need to observe children for their specific assignments will have to gain written consent from parents and, where appropriate, informed consent from the children.

Forms

- Learning Story Signing in and Out sheet.
- Registration Form (Family)

Linked Policies

- *Confidentiality, recording and sharing information, including Client Access to Records*
- *Safeguarding and Child Protection policy*
- *Childcare Privacy Notice*

Legal Framework

- General Data Protection Regulation 2018
- Freedom of Information Act 2000
- Human Rights Act 1998
- Statutory Framework for the Early Years Foundation Stage (DfE 2025)
- Data Protection Act 2018

Further guidance

Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers (HMG 2018 [updated May 2024](#))

Re: Children's Records

This policy was reviewed at a meeting of: Mr. Bee's Family Centre
Held on: 18th November 2025
Date to be reviewed: November 2028

Signed on behalf of the Board of Trustees:	
Name of role of signatory:	Jeanette Nowrung, Chairperson
Signed by Senior Early Years Professional:	
Individual Centre Lead's Signature:	
North Lynn:	
Springwood:	
St Augustine's:	