



8.1 Children's Records

(Including: Digital Developmental Records and GDPR)

Introduction

Record keeping systems are in place, which meet legal requirements and include means of storing and sharing information in accordance with the framework of the Data Protection Act 1998, the Human Rights Act and the GDPR, General Data Protection Regulation (Regulation (EU) 2016/679).

This policy and procedure is taken in conjunction with the **Confidentiality Policy**, procedures for **Information sharing** and our **GDPR General Data Protection Regulation Policy**.

We keep four types of records for children attending the setting:

Personal records

- These include; registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an on-going record of relevant contact with parents, and observations by staff regarding any confidential matters involving the child, such as developmental concerns or child protection matters. These confidential records are stored securely.
- Parents have access, in accordance with our Client Access to Records policy, to the files and records of their children but do not have access to information about any other child.
- Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality for the role of the key person.
- We retain children's records for three years after they have left the setting. These are stored securely.

Digital developmental records

We keep digital records of children's individual learning and care routines for the purpose of supporting staff to provide a high quality and efficient administration process. It also aims to provide parents better access to their children's daily learning and care routines and contribute to a strong partnership with parents.

- **Children's Developmental Records** are created, stored and maintained using 'The Blossom Educational App'. It is a closed system and restricted to users authorised by the management of Smith's Children Montessori. Access is granted by use of a username and password created by the management using a registered email address.
Please also see Blossom Educational [terms and conditions](#), [security policy](#), [privacy policy](#), [child protection policy](#)
Software application provided by Blossom Educational <https://blossomeducational.com>
- **Restricted Access (Authorised Users):**
 - Setting staff, including teachers and assistants, authorised by the management.
 - Blossom Educational staff, who have been DBS checked and carefully screened.
 - Ofsted inspectors and other authorities specifically authorised by the management.
 - Parents who are currently registered with the setting and who have been listed as a contact for that particular child. The [Blossom Parent App](#) is available by invitation from the nursery management.

Parents may only access information and images of their own child.

- Parents are entitled to **opt out** of the Blossom Educational process at any time.
- **Storage:** Blossom Educational data which comprises of children's records is stored with Amazon Web Services (AWS). Please see [security policy](#).
- **Tablets:** Staff are only permitted to access Blossom Educational using an authorised device provided by the management during the working hours of 7.30am to 6.30pm. Tablets, laptops must be stored securely at the nursery and never be taken off site for any reason.
- **Ofsted:** During an inspection visit the inspector will have temporary access to children's development and learning records for the purpose of assessing and grading the nursery.

Paper developmental records

- These include; written observations of children in the setting, photographs and samples of their work, tracking sheets and summary developmental reports (two year old checks and before transition to school). These are stored securely when the nursery is closed. They are freely accessible, and contributed to, by staff, the child and the child's parents. Parent observations can be completed at home and sent to us using the blossom parent app, supporting children's learning at nursery.

Session booking

We store parent and child information for the purpose of booking sessions and attendance and subsequently use this information to calculate, produce and send monthly invoices requesting payment in exchange for our service. We consider the use of our booking and billing app essential for the management and operation of the nursery school.

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