

Records

All records are treated as confidential.

Tapestry online learning journal includes observations, photographs, assessments and reports of the children.

On joining the setting registration forms, consent forms, parent contracts are obtained.

We keep records concerning the family, including correspondence from other agencies, minutes of meetings, notes of incidents and risk assessments.

Child protection records are stored in a locked cabinet in the office.

We retain children's records for three years after they have left the setting. These are kept in a secure place.

All staff and parents sign consent forms in respect of GDPR regulations.

A record of any complaint received is kept.

Business records are kept securely at the setting. These include:

- records pertaining to our registration
- landlord/lease documents and other contractual documentation
- financial records
- employment records of staff

Legal Framework

- Data Protection Act 2018
- Human Rights Act 1998

This policy was adopted at a meeting of Melbourn Playgroup and Out of School Club CIO Management Committee	
Held on	19 th January 2022
Date to be reviewed	As and when necessary
Signed on behalf of the management committee	
Name of signatory	Sarah Toule
Role of signatory (e.g. chair/owner)	Chair