



# Chieveley Pre-School: Record Keeping Policy

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This policy outlines Chieveley Pre-School's responsibilities for record keeping in accordance with the latest Early Years Foundation Stage (EYFS 2024), the General Data Protection Regulation (GDPR 2024), and the Freedom of Information Act 2000. It ensures that personal data is managed responsibly and shared only when appropriate.

## 1. Aims

We aim to maintain accurate, secure, and confidential records for children and staff. These records support the safeguarding and wellbeing of children, promote continuity of care, and comply with statutory obligations.

## 2. Objectives

- Maintain individual child files separate from development records
- Store confidential records securely with access limited to authorized staff
- Train staff on GDPR-compliant information sharing practices
- Maintain logs for any shared information, including consent status and reasoning for sharing
- Archive and dispose of records in accordance with statutory retention guidelines

## 3. Data Protection Principles

All personal data is:

- Processed lawfully and transparently
- Collected for specific purposes
- Limited to what is necessary
- Accurate and kept up to date
- Retained only as long as necessary
- Protected against unauthorized access and loss

## 4. Confidentiality and Sharing

Information will only be shared in accordance with safeguarding procedures or with explicit informed consent, unless there is a legal or urgent need to do so without consent (e.g., to prevent harm).

## 5. Access and Complaints

Parents may request access to their child's records. The pre-school responds within 30 days and may redact third-party information. Disputes about factual inaccuracies are resolved in line with data protection law.



## 6. Retention and Disposal

Children's files are archived securely and retained for a minimum of three years post-departure, or until the next Ofsted inspection.

## 7. Monitoring and Review

This policy will be reviewed annually or following significant changes in legislation or after any incident that highlights a need for policy revision. The Pre-School Manager and committee will approve all changes.

This notice was reviewed and adopted by the Chieveley Pre-School committee.

Signed Preschool Manager:

*A Stevens*

Date: 04/09/2025

Signed Preschool Chair:

Date: 13.08.25