

MATLOCK PRE-SCHOOL PLAYGROUP

RECORD POLICY

Matlock Pre-school Playgroup will usually keep a child's records for 3 years after he/she has left the setting. After this the records will be destroyed by shredding.

- We maintain records and share information to ensure the safe management of the setting and to help ensure that the needs of all children are met.
- We endeavour to instigate a two way flow of information between other providers, if the child is attending more than one setting
- We encourage a regular two way flow of information with parents and/or carers through parent's evenings, sharing observation records, through the green folders, key person system and conversations with parents.
- Parents and/or carers are given access to all records about their child provided that no relevant exemptions apply to their disclosure under the DPA 1998.
- Confidential information and records about staff and children are held securely and only accessible and available to those who have a right and professional need to see them.

The child's observation records will be given to the parent/guardian when he/she moves to another setting.

The child's EYFS profile data will be passed on to their next setting within 15 days of the child leaving Matlock Pre-school Playgroup.