DERBYSHIRE County Council

U: Information and records - Information about the child

What do I need to know?

- Legal Framework
  - Data Protection Act 2018
  - Freedom of Information Act 2000
- Statutory framework for the early years foundation stage: page 38 - 39, paragraph 3.73.

- **NB** you should consider the information and questions in document 'T' alongside this document

Information and records - Information about the child (page 49 of audit)	Things to consider and discuss:
Do you **ensure** you record the following information for each child in your care: - full name? - date of birth? - name and address of every parent and/or carer who is known to the provider? - information about any other person who has parental responsibility for the child? - which parent(s) and/or carer(s) the child normally lives with? - emergency contact details for parents and/or carers?	- How do you ensure all information is accurate? e.g. Do you record that a child's birth certificate has been seen and checked? - How is information kept up to date? e.g. Emergency contact details for each child. - How do you collect information on who has parental responsibility for a child? Where is this information recorded? Who needs to can access this information? - How do you ensure both staff and parents and/or carers know and understand what the legal term 'parental responsibility' means? - How would you manage the situation if you had been informed that a person did not have legal access/parental responsibility for a child, but they arrive at your Setting to collect the child? - How do you collect information on who the child normally lives with? Where is this information recorded? Can whoever needs to know this information access it? - How do you ensure emergency contact details are always accessible and available for staff who might need to access them, e.g. on outings/school run? How do you keep the information safe when taking it off-site?

	- How do you collect information about whether a child is a 'child in care'? Do you know which local authority the child in care is registered with? Have you obtained the name of the social worker for the child? How do you monitor child attendance? What do you do if you have concerns about a child attendance? Have you contacted and informed the Virtual School? Who has parental responsibility? - How do you ensure you and all staff meet Data Protection and GDPR legislation? - How do you know what information can you share with others? - Do you know when it is appropriate and applicable to retain records? - Does this retention period meet the requirements of your insurance company, the LA requirements for funded children, SEN children or children in care or the requirements of any other relevant body or legislation? - How do you dispose of records safely and securely? - When do you need parental permission to share information with health professionals, other settings, schools, etc.? **CONSIDERATIONS re. OTHER CHILD-RELATED RECORDS:** - Do you need parental permission to share information about a child's learning and development? What information can be shared without parental consent? - How do you keep accurate records of all children's attendance at your provision? How often do you monitor child attendance? What to do if you have concerns about a child's attendance? - How do you collect information about any allergies, health issues, SEND concerns or diagnosis, other agencies/professionals associated and/or with the child or family? Where is this information recorded? How do you ensure staff who need to know this information can access it? How often is this information updated? - How do staff know what to include in a child's child protection file? Do you have a central child protection file for each child which is stored securely? How to you transfer a child's child protection file to another provider? Do you obtain a confirmation receipt stating the files have been transferred?

Useful links and further help:

[Information sharing advice for safeguarding practitioners](#)

[Early Years practitioners: using cyber security to protect](#)

[Guide to the General Data Protection Regulation](#)

[Guide to the UK General Data Protection Regulation (UK GDPR) | ICO](#)

[Data Protection Act information](#)

[Information Commissioners office](#)

[SEND code of practice](#)

[Derby and Derbyshire Safeguarding Children Partnership](#)

[Working together to safeguard children](#)

[Keeping children safe in education](#)

[DCC Schools Retention Guidelines](#)

DCC PVI Retention Guidelines – Document 'Tt' in [EYFS Statutory framework supporting documents](#)

For advice and support regarding Data Protection and GSPR contact: GDPRfor.EarlyYears@derbyshire.gov.uk

[Derbyshire SchoolsNet - Early Years Quality Team](#)

[Derbyshire Early Years Service - Eventbrite](#)

Email: CS.EYS@derbyshire.gov.uk