

Learning in Nature CIC & Beccles Forest Schools



Children's Records Policy

Safeguarding and Welfare Requirement:

3.92 Providers must maintain records, obtain and share relevant information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or their CMA, as appropriate). This is to ensure their setting is safe and efficiently managed, and the needs of all children are met. Providers must enable a regular two-way flow of information with parents and/or carers (and between other providers, if a child is attending more than one setting). If requested, providers should incorporate parents' and/or carers' comments into children's records.

This policy was adopted by:	Learning in Nature CIC & Beccles Forest Schools
Date of adoption:	7th December 2025
Date to be reviewed:	7th December 2026
Signed, on behalf of the provider:	
Name of signatory:	Rach Whitwood
Role of signatory:	Co-Director

Learning in Nature CIC & Beccles Forest Schools

Old School House, Barsham, Beccles, Suffolk, NR34 8HA

Company Number: 11747933

Ofsted URN: 2610910 Setting ref: 2610909



Policy Statement

At Beccles Forest Schools, we have record keeping systems in place that keep the data of our attendees and their families safe, and ensure we meet legal requirements. The means we use, store and share that information takes place within the framework of the UK General Data Protection Regulations, the Data Protection Act and the Human Rights Act.

This policy and procedure should be read alongside our:

[W Confidentiality and Client Access to Records Policy \(December 2025\).docx](#)

[W Privacy Notice \(Attendees\) \(May 2026\).docx](#)

[W Retention of Records Grid \(December 2025\).docx](#)

[W Information Sharing Policy \(December 2025\).docx](#)

Please see Appendices for the legal framework and definitions upon which this policy is written.

Procedures

We keep two kinds of records on children attending our setting:

Developmental Records

These include observations of children in the setting, photographs, video clips and samples or examples of their work and summary developmental reports. These are kept in digital format on our file sharing and storage software and can be accessed, and contributed to, by designated staff.

Personal Records

These may include the following (as applicable):

- Personal Details – including the child's name, DOB, home address, etc.
- Contractual Matters – including declarations of consent, the child's days and times of attendance, a record of the child's fees, etc.
- Child Development, Health and Well-Being Information – including learning and development observations, a record of discussions about every day matters with the parent, etc.
- Early Support – including any additional focussed intervention provided by our setting (e.g. SEND action plan), records of any meetings held, etc.

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- Welfare and Child Protection Concerns – including records of all welfare and protection concerns and our resulting action, meetings and telephone conversations about the child, an Education, Health and Care Plan (EHCP), any information regarding a Looked After Child, etc.
- Correspondence and Reports – including progress checks, emails to and from other agencies, confidential reports from other agencies, etc.

The vast majority of records are kept virtually. Virtual records are stored securely on our digital software, accessible only to authorised parties. These are always password protected and accessed through secure devices. Confidential records stored physically are kept in a lockable file or cabinet, which is always locked when not in use, located in a safe place.

We read any correspondence relating to a child, note any actions and file it immediately. We ensure that access to children's files is restricted to those authorised to see them and make entries in them; access varies by level of confidentiality- for example, Forest School Leaders, Assistants and Directors have access to contact details, while only the Designated Safeguarding Lead and Alternative Safeguarding Leads have access to full safeguarding records.

We may be required to provide children's personal files to Ofsted, as part of an inspection or investigation process, or to local authority staff conducting an audit. We ensure that children's personal files are viewed only by those who have a right to access them and not handed over to anyone else to look at.

Parents/carers have access, in accordance with our

[W Confidentiality and Client Access to Records Policy \(December 2025\).docx](#) , to the files and records of their own children, but do not have access to information about any other child. Parents/carers may have limited access to some data stored regarding their children if this data also relates to another party, in line with UK GDPR regulations, or where other exemptions apply.

Our staff do not discuss personal information given by parents/carers with other members of staff, except where it affects planning for the child's needs. Our staff induction programme includes an awareness of the importance of confidentiality.

If a child attends another setting, we may wish to establish a regular three-way flow of appropriate information with parents/carers and other providers. Where appropriate, we will incorporate comments from other providers, as well as parents and/or carers into the child's records. This is only ever done with written consent by parents/carers, unless exemptions apply.

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Retention Periods for Records

Our retention periods are dictated by legal requirements, industry norms and the needs of our organisation. While some data deemed not to be relevant to the care of a child will be deleted throughout their time at Beccles Forest Schools, other relevant data is kept. Please see [W Retention of Records Grid \(May 2025\).docx](#) for an outline of the durations that different data are stored. After the time periods listed, all data is permanently destroyed.

Ongoing Commitment to Data Protection

At Beccles Forest Schools, we continue to monitor legislation and guidance to ensure we have record keeping systems in place that meet legal requirements, and are functional and safe for all parties.

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Appendices

Appendix 1: Legal Frameworks and Definitions

Data Protection Act (2018) Available at

<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted> (Accessed 7th December 2025)

Department for Education (2025) Early Years Foundation Stage *Statutory Framework for Group and School-Based Providers*, Available at

https://assets.publishing.service.gov.uk/media/68c024cb8c6d992f23edd79c/Early_years_foundation_stage_statutory_framework_-_for_group_and_school-based_providers.pdf.pdf (Accessed 7th December 2025)

Early Years Alliance (n.d.) *Retention periods for records*, Available at

https://www.ace-nursery-school.org.uk/uploads/5/1/9/0/5190233/retention_periods_for_records.pdf (Accessed 7th December 2025)

Human Rights Act (1998) Available at

<https://www.legislation.gov.uk/ukpga/1998/42/contents> (Accessed 7th December 2025)

Information Commissioner's Office (n.d.a) *Data protection principles- guidance and resources*, Available at

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/data-protection-principles/> ((Accessed 7th December 2025)

Information Commissioner's Office (n.d.b) *What should we do if the request involves information about other individuals?* Available at

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/right-of-access/information-about-other-individuals/> (Accessed 7th December 2025)

Information Commissioner's Office (n.d.c) *What other exemptions are there?* Available at

<https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/individual-rights/right-of-access/what-other-exemptions-are-there/> (Accessed 7th December 2025)

Suffolk County Council (2019) *Guidance for schools on maintaining and transferring pupil safeguarding/child protection records*, Available at

https://static1.squarespace.com/static/62ea37b2f412d231ae2c2f35/t/637e60b48f9fba3705f36f15/1669226677744/wa_29-8-2019-101753_Guidance_for_schools_on_maintaining_pupil_safeguarding_Sept_2019-2.pdf (Accessed 7th December 2025)