



Elements Outdoor Learning Data Protection and Record Keeping Procedures

Records

We have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the Data Protection Act (1998) and the Human Rights Act (1998). We keep two kinds of records on children attending our setting:

Achievement records: These include observations of children in the setting to review and inform planning and photographs and video clips to share with parents, and for social media/publications with parental consent.

Personal records These may include the following (as applicable):

- ❖ Personal details – including the child's enrolment form and any consent forms;
- ❖ Parents details including contact information (address, phone numbers, email) and contact information for other adults (emergency contacts);
- ❖ Contractual matters – including a copy of the signed terms and conditions, the child's days and times of attendance, a record of the child's fees, any fee reminders or records of disputes about fees;
- ❖ Child's development, health and wellbeing – information gathered via the enrolment form when the child starts at Elements Outdoor Learning and any information added afterwards;
- ❖ Welfare and child protection concerns – including records of all welfare and protection concerns, and our resulting action, meetings and telephone conversations about the child;
- ❖ Dates and times of attendance;
- ❖ Accident and incident reports.

Data Protection Procedures

- ❖ Children's records, as outlined above, are kept both electronically and on paper, depending on what is most appropriate and necessary. In all cases, the records are kept securely and are only accessible by a member of the Elements staff or, on request, the parent of the child.

- ❖ Any paper records that are held by Elements Outdoor Learning during a session (eg, contact details) are stored in a folder within the session leaders' bag in a safe location within the setting.
- ❖ Parents have access, on request, to the files and records of their own children, but do not have access to information about any other child. Parents may at any time request to see all confidential information Elements Outdoor Learning holds about their child. To do so they need to email the director, who will arrange for all such information to be provided to them.
- ❖ The law requires that the information we hold must be accurate. If a parent says that the information we hold is inaccurate, then the parent has a right to request for it to be changed. However, this only pertains to factual inaccuracies.
- ❖ Our recording procedures and guidelines ensure that all records made about a child or family reflect an accurate and non-judgemental account of any activities completed or discussions held.
- ❖ Our staff will not discuss personal information given by parents 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.
- ❖ When staff leave Elements, their access to the shared electronic folders is removed and any paper records are returned to Elements Outdoor Learning.