

07 Record Keeping Procedures

07.1 – Children’s Records & Data Protection

Our Approach

At Peekaboo Childcare, we take great care to protect children’s information. We keep records so we can support children’s wellbeing, learning and safety, and we always follow the law when storing or sharing information.

This includes the General Data Protection Regulation (GDPR) and all safeguarding expectations.

During a Serious Illness or Outbreak

If there is an outbreak of a contagious illness, we may need to record additional information such as:

- Which children or families are self-isolating
- Dates of symptoms
- Relevant health information

All extra records still follow strict data protection rules.

The Six Principles of Data Protection (GDPR)

We follow the law to make sure all personal data is:

- ✓ 1. Lawful, fair and transparent

Families are told what information we collect and why.

- ✓ 2. Collected for clear, specific reasons

We only use data for the purposes we explain.

- ✓ 3. Relevant and limited

We only collect what we actually need.

- ✓ 4. Accurate and up to date

We correct or update information as soon as needed.

- ✓ 5. Kept only as long as necessary

We don't hold on to information longer than needed.

- ✓ 6. Stored safely and securely

We protect information from loss, damage or unauthorised access.

Safeguarding Records: How We Record Information

Good record keeping is essential to keeping children safe.
All safeguarding notes follow these rules:

Records must be:

- Written as soon as possible after an event
- Clear and detailed
- Factual and non-judgemental
- Easy for someone else to understand
- Accurate in describing any injuries (location, size, shape, colour, etc.)
- Stored safely and securely

Records must include:

- What happened
- Who was involved
- What actions were taken
- Why decisions were made
- Any referrals, follow-up or outcomes
- Summaries of professional meetings
- Any multi-agency communication

Recordings may be seen by:

- Parents/carers
- Ofsted inspectors
- Safeguarding professionals
- Family Court (if needed)

Sharing Information – With or Without Consent

We explain to families how their information will be used when they start, and parents sign our 07.1a Privacy Notice.

- ✓ We ask for parental consent when appropriate

Parents can expect to be asked unless sharing the information:

- Puts a child at risk
- Is urgently needed to keep a child safe
- Cannot reasonably be delayed
- Cannot be obtained (e.g., an uncontactable parent)

- ✓ Information may be shared with:

- Local authority safeguarding teams
- Health professionals
- Family Court
- The police
- Ofsted (if necessary)

Whenever information is shared, we record:

- What was shared
- Who it was shared with
- Why it was shared
- Whether consent was given

Recording Timeframes

All safeguarding records must be completed as soon as possible, and always within 5 working days.

Children Attending More Than One Setting

If a child goes to two settings:

- We establish a two-way flow of information with parents and the other provider
- Relevant information is shared and added to the child's record
- This helps ensure consistent care and support

Children's Personal Files

Children's files are stored securely on:

- Family
- Google Drive

Only authorised staff can access a child's file:

- Manager
- Deputy
- Safeguarding Lead
- The child's key person
- Staff authorised by management

Children's files may be viewed by:

- Ofsted inspectors during an inspection
- Local authority teams (with correct authorisation)

Children's files are never shared with unauthorised persons.