



A world in which Autism is celebrated.

Registered Charity No. 1152188

Administration

49. Children's and Young People's Records.

Policy statement

There are record keeping systems in place that meet legal requirements. Means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

Procedures

We keep two kinds of records on children/young people attending Sunbeams.

Developmental records

- These include observations of children/young people in the setting, photographs, and samples of their work and summary developmental reports.
- Outcome Stars are usually kept in the office filing cabinet and can be freely accessed, and contributed to, by staff, the child/young person and the child/young person's parents/carers.

Personal records

These include registration and admission forms, signed consent forms, and correspondence concerning the child/young person or family, reports or minutes from meetings concerning the child/young person from other agencies, an on-going record of relevant contact with parents/carers, and observations by staff on any confidential matter involving the child/young person such as developmental concerns or child protection matters. These confidential records are stored securely in a cloud-based system. Access is limited to authorised staff members and is protected by secure login credentials and access controls.

The Manager is responsible for maintaining the security and confidentiality of these records.

- Parents/Carers have access, in accordance with our Client Access to Records policy, to the files and records of their own children/young people, but do not have access to information about any other child/young person.
- Staff will not discuss personal information given by parents/carers with other members of staff, except where it affects planning for the child's needs and has been discussed with management first. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- Records providing information regarding accidents/injury concerns and medication will be kept securely for the required three years in line with regulations.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Support groups member agreements

Legal framework

- The Data Protection Act 2018 (GDPR) & the Data (use and Access) Act 2025
- Human Rights Act 1998

Further guidance

- Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

This policy was adopted on 20th April 2015

Policy updated 28th April 2026

Date to be reviewed April 2027

Signed on behalf of the management committee

Name of Signatory – Sue Carr

Role of Signatory - CEO

Reviewed By	Date
Sue Carr	24/04/2024
Sue Carr	18/08/2025
Sue Carr	28/04/2026