



Children's records Policy

Policy statement

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 **General Data Protection Regulations (GDPR) (2018)** and the Human Rights Act (1998).

This policy and procedure should be read alongside our **Privacy Notice**, Confidentiality and Client Access to Records Policy and our Information Sharing Policy.

This policy was adopted by	Skylarks Community Preschool	<i>(name of provider)</i>
On	1 st August 2022	<i>(date)</i>
Date to be reviewed	1 st August 2023	<i>(date)</i>
Signed on behalf of the provider		
Name of signatory	Kathleen Thomson	
Role of signatory (e.g. chair, director or owner)	Manager/Trustee	

Date Reviewed	Changes	Signature
07 th August 2023	None	