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**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.

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| This policy was adopted by | Skylarks Community Preschool | *(name of provider)* |
| On | 1st August 2022 | *(date)* |
| Date to be reviewed | 1st August 2023 | *(date)* |
| 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 |
| 7th August 2024 | N/A |  |
| 14th August 2025 | N/A |  |