

### **Maintaining Records, Confidentiality And E- Safety**

Records relating to Safeguarding and Child Protection are kept securely and separate to children's learning records. They are accessible only to those who have a right or professional need to see them. The following process must be followed about record keeping:

- Practitioners who have concerns about the welfare of a child must record and share this information, without delay with the supervisor.
- Practitioners must make a brief, accurate record of these concerns using the agreed proforma, recording any allegations that the child makes in the child's own words
- These records are stored securely, separate from the child's developmental records until the child reaches the age of 25 years old
- The information is shared with practitioners and other Professionals only on a "need to know basis".
- The child protection record must be transferred confidentially to the designated Practitioner for Safeguarding at the receiving setting/school when a child leaves the environment.

Practitioners are expected to maintain confidentiality at all times as outlined in (our confidentiality Policy. However, they have a professional responsibility to share information with other agencies to safeguard children.

Practitioners are also made aware of their responsibilities for the safe use of technology such as mobile phones and cameras and e-safety as outlined in our (Technology / e-safety policy).

April 2018

Review Date October 2019