

## **Record Keeping Policy**

**We are committed to ensuring that our record keeping procedures comply with the Data Protection Act 1998 and The Freedom of Information Act (2000).**

**The pre-school does not pass information on to other people or organisations without prior consent from the person/s concerned, except in exceptional circumstances where not to do so would be to hinder criminal investigations or put a child's welfare at risk. We keep only minimal information and only that which is necessary for us to meet our statutory obligations and for the effective functioning of the pre-school.**

Most records held by the pre-school are paper based, particularly those held on children. However, we do use computers to produce documentation necessary for the management of the pre-school and so some information is stored electronically. Information that is stored in this way consists of:

- General pre-school correspondence
- Contact details for staff and parents
- Photographs of children

Any personal information held by the pre-school can be made available to the individuals concerned on request.

The following records are kept on children:

- A daily register detailing the names of children attending the setting and the members of staff looking after them
- Registration details
- A record of any accidents occurring during pre-school sessions
- A record of any head injuries occurring during pre-school sessions
- A record of any incidents occurring during pre-school sessions
- A record of any medication administered to children whilst at pre-school
- A record of allergies and individual dietary needs
- Individual health care plans for children with complex medical needs
- A record of achievement for each child based on observations
- Individual education plans for children with additional needs

### **The Register**

The register is a legal document, which is completed when children and staff arrive at the pre-school, and when children and staff leave. It is always on the premises when children are in attendance and is kept for a period of 25 years from the time of the last entry. When not in use the register is kept on the top of the filing cabinet in the classroom.

### **Registration details**

Registration details give the name, home address and date of birth of the child, the name, home address and telephone number of parents / carers and details for all persons who have parental responsibility for the child. Also recorded on the registration form are the child's medical and dietary needs, any allergies, contact details for the child's doctor and health visitor and details for someone who can be contacted in an emergency. Registration forms are held in a file which is kept in the filing cabinet in the classroom and may only be seen by the child's parents / carers and pre-school staff. They must always be on the premises when children are present and may only be removed from the premises by the pre-school manager, who sometimes needs them for administrative purposes. Children's registration details are kept for a period of 3 years after the child has left the setting.

### **Accident records**

Any accidents to children or adults occurring on pre-school premises, or during outings, are recorded in an Accident book. These are kept in the metal filing cabinet in the pre-school classroom. The accident books are reviewed each term by the manager as part of the pre-school's risk assessment program. At least one accident book must be on pre-school premises at all times when children are present. Completed accident books are retained by the pre-school for a period of 21 years.

### **Head injury records**

All accidents involving any form of bump or knock to a child's head are recorded in both the accident book and on a Head Injury form. One copy of the Head Injury form goes home with the child and one is retained with the accident book. Completed head injury forms are kept for a period of 21 years.

### **Incident records**

Any incident which causes harm to a child, (or could possibly have caused harm to a child), is recorded on an Incident form. This includes incidents involving children where physical intervention by an adult has been necessary, incidents caused by any breakdown in safety procedures, and incidents where children have caused harm to pre-school property. Incident records are used by the pre-school manager when reviewing policies and procedures. Completed incident records are kept in the complaints file in the metal filing cabinet in the pre-school classroom and are retained for a period of 21 years.

### **Injuries report form**

Any significant injuries or bruising noted on children when they arrive for a session are recorded on an injuries report form as part of our safeguarding children procedures. Members of staff may also complete an injuries report form if injuries or bruising are discovered during the course of a session and it is unclear whether these occurred during the session or beforehand. Completed forms are kept with the accident book unless concerns for the child's welfare arise, in which case the injuries report form will be filed with the child's Safeguarding Incident Report form (see below -additional children's records).

### **Medication records**

Staff will only administer medication to children if parent / carers have signed the relevant consent form in the medications record book. When medication has been administered to any child the relevant section of the permission form is completed by the person who administered the medication (including medicinal products which the child is allowed to administer to him / herself) and the name of a witness. The record is then signed by the parent / carer when the child is collected from the pre-school. Medication record books are kept in the metal filing cabinet and are retained for a period of 21 years.

### **Records of allergies and individual dietary needs**

Each term the pre-school manager checks all registration records and makes a note of all allergies or individual dietary needs / customs. These are recorded on an Allergies Check Sheet which is then kept in the first aid cabinet which can be found on the classroom wall by the kitchen door. The Allergies check sheets are used to ensure that children are not exposed to anything that they are known to be allergic to. Allergies check sheets contain confidential information and may only be accessed by members of staff. Old check sheets are retained for a period of six years.

### **Records of achievement**

For each child members of staff will:

- Make regular written observations.
- Take photographs and video footage of the child at work or play.
- Collect examples of work and spoken comments.

These are then used to compile the child's record of achievement or 'Learning Journey'. These 'Learning Journeys' contain:

- An initial profile of the child which the designated key person and parent fill in when the child first joins the pre-school.
- Observations on the child, photographs, samples of work and the child's spoken comments.
- Sections for parents / carers to add their own observations or comments on the child's progress.
- A play plan for each term which is completed by the parents and key person at the beginning of term.
- An end of term report which is completed by the child's key person and any other members of staff who have worked closely with the child that term.

Records of achievement are kept in the filing cabinet in the classroom. All records of achievement are given to parents / carers when their child moves on to another setting.

### **Photographs and video recordings:**

Digital photographs and video footage are used by the pre-school to record children's progress and as a means of providing information for parents, prospective parents and regulatory bodies.

- Photographs and video footage are only taken with the consent of parents / carers (given when children first start at the pre-school by signing the photograph / video consent forms)
- Photographs and video footage may be taken using either pre-school equipment or the personal equipment of members of staff. They may also be processed using either pre-school equipment or the personal equipment of members of staff. However, photographs and video footage of children may only be stored on the pre-school's external hard drive. They may not be stored on personal equipment belonging to members of staff.
- Photographs and video footage are kept by the pre-school for a maximum of 2 years after the child has left.
- Parents are welcome to see any photographs or video footage held by the pre-school but should arrange this with the pre-school manager as he / she will need to be present during viewing time.
- Photographs of children may also be used in the local paper when a fundraising or special event takes place, in which case children are not named or identified in any way.

### **Records for children with additional needs**

Where children have been identified as having additional needs the pre-school will keep Individual Education Plans (IEP's) for each child. These are used to ensure that all child's needs are being met and contain the following information:

- Details of the child's needs
- Details of action to be taken to meet the child's needs
- Evaluations of any action taken
- The names and contact details of any outside agencies involved with the child

Records for children with additional needs will be shared with parents / carers, members of staff from any outside agencies involved with the child, the pre-school manager, the pre-school SENCO, and any additional support staff employed for the child. Copies of IEP's are kept by the SENCO and are retained for a period of six years after the child has left the pre-school

### **Additional children's records**

In addition to the above records, it is sometimes necessary for the Pre School to hold additional confidential records where children are considered to be at risk or in need. These records are kept separately from all other records and are confidential on a need to know basis. In the main it is the pre-school's policy to share all records with parents, however, the safety and welfare of the child is always our first consideration and for this reason some records may not be shared with parents if it is felt that to do so would put the child at risk. Wherever possible the pre-school will try to work with parents.

### **Common Assessment Framework (CAF) forms**

Where the pre-school considers that the child may have unmet additional needs, we will seek permission from parents / carers to complete a CAF form which can help to identify those needs. This process is entirely voluntary and can only be done with parents' permission. Having completed a common assessment it may become clear that the help of outside agencies would benefit the child, but, again, this can only be done with the permission of parents / carers. Where permission has been granted copies of the CAF form will be given to any persons that parents have allowed, but not to anyone else. CAF forms will be held by the Lead Professional for each case.

### **Administration records**

For the purposes of health and safety the pre-school also keeps the following records:

- Records of emergency evacuation drills
- A record of safety checks carried out on all pre-school equipment
- Risk assessments
- A cleaning record for all toys and equipment
- A record of visitors to the pre-school
- Parental consent records for visits and outings, emergency medical treatment , the use of plasters
- Records giving details of vehicles that are available for use in transporting children along with the relevant insurance details. Only vehicles that have been insured for the purpose may be used to transport children for the pre-school.
- A list of named drivers
- 

In order to ensure the smooth running of the pre-school the following records are also kept:

- A record of complaints
- Principles, policies and procedures
- Action plans for the development of the pre-school
- Roles and responsibilities of committee members
- Roles and responsibilities of staff
- A record of useful telephone numbers including: health visitors, Early Years Advisors, Ofsted, Children's Services, Social Workers, the police and development workers

### **Records for staff, committee members and regular volunteers**

The following records are kept on members of staff, committee members and regular volunteers / students:

- Home address, telephone number and any qualifications. These may be held on computers with internet access.
- We also keep any job applications, health checks, references, copies of documents used as identification, and a note of the unique reference number on each individual's CRB disclosure form. These are kept in staff files, in paper

format only. For the purposes of confidentiality staff files are kept at the pre-school manager's home. Information on committee members is kept in the committee file which is also held by the pre-school manager.

- All records on individuals are retained by the pre-school for six years after the individual has left the pre-school, they are then shredded.

***This policy was adopted at a meeting of the pre-school held on  
Date.....***

***Signed on behalf of the pre-school.....***