



RECORD-KEEPING POLICY

Statement of intent:

Teston & Wateringbury Pre-school is committed to meeting the needs of children and ensuring the safe and efficient management of the setting by maintaining appropriate records.

Aims:

We aim to do this by:

- Collecting information for each child in our care as detailed in the Statutory Framework of the Early Years Foundation Stage
- Ensuring that information is kept in a secure cabinet and only accessed by those with a right or professional need to know. **See attached data protection risk assessment.**
- Transporting records to and from the setting securely. **See attached data protection risk assessment.**
- Making records available and advising Ofsted of significant changes
- Paying due regard to Data Protection legislation and the right to confidentiality – see separate **CONFIDENTIALITY & PRIVACY POLICY**
- Involving parents in shared record-keeping as appropriate ie through Key Person system or 2 simple parent share – see **STAFFING POLICY** and **PARENTAL INVOLVEMENT POLICY**
- Retaining records for appropriate periods of time – see **Retention below** – and then destroying confidential records
- Maintaining and reviewing policies/procedures for the effective operation of the pre-school and making sure these are understood by staff and accessible to parents
- Regularly reviewing our forms, records and retention policy in line with the latest guidance, such as Information Management Toolkit or early years found on the KELSI website.

Methods:

We keep in a locked cabinet on the premises:

1. All children's details – see **ADMISSIONS POLICY** – including full name, date of birth, name and address of every parent and carer, who the child normally resides with and emergency contact details of parents and carers.
2. Children's folders
3. Early Years Foundation Stage information
4. SENCO (Special Educational Needs) folder
5. Staff records including Criminal Records Bureau reference numbers

6. Visitors Book, medicine forms, complaints book and accident book
7. Copies of previous Ofsted inspections
8. Policies
9. Safeguarding folder.

Notification of changes:

Ofsted are informed at the earliest opportunity of:

- Changes in manager/designated person
- Changes in membership of the Trustees
- Significant changes to premises
- Changes to name or address of setting and/or changes to charity registration
- Significant changes to operational plan
- Allegation of abuse by member of staff or volunteer
- Any reported food poisoning outbreaks that concern two or more children
- Any reports of a notifiable disease
- Any other significant event.

Retention periods for records:

In line with the Pre-School Learning Alliance guidance, we retain a daily record of the names of children and staff in attendance for a reasonable period of three years after children/staff have left us (EYFS Welfare Requirements/Childcare Act 2006).

Personal files relating to staff employment records are retained for 6 years after the member of staff has left us.

Accident record books are retained from the date of birth of the child involved in the accident/incident plus 25 years. If an adult is injured, then the accident book is kept for 12 years from the date of the incident.

Records showing the administration of medicine to a child are retained from the date of birth of the child concerned plus 25 years

Old copies of our Fire Safety (contained in the Health, Hygiene & Safety policy), Missing Child and Uncollected Child policies are retained in the Policy Folder - 1 kept at the setting and one by the Designated person - for a period of 7 years after the policies have been superseded.

The Safeguarding Children policies are retained for 50 years.

Records of reportable death, injury or dangerous occurrence are kept for three years after the date on which it happened (The Reporting of Injuries, Diseases and Dangerous Occurrences Regs 1995).

Records of complaint are kept for at least three years from the date of the last record (EYFS Welfare Requirements/Childcare Act 2006).

Financial records are retained for the current year + 6 years (Charities Act 1993).

All records are securely destroyed after these retention periods have expired.

Refer also to:

ADMISSIONS POLICY (Registration + appendices)

CONFIDENTIALITY AND PRIVACY POLICY

STAFFING POLICY

PARENTAL INVOLVEMENT POLICY