

Record Keeping Policy (updated Mar '23)

[Refer also to our Data Protection Policy.]

1) Children's Records Policy Statement

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act. This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

Procedures:

We keep two kinds of records on children attending our setting:

a) Developmental records

- These include long and short observations of children in the setting to help inform developmental knowledge and planning, photographs and samples of their creations. We may also keep some developmental records.
- These are usually kept in locked cupboard in the gym and can be accessed by request of the child and their parents/carers. They can also be contributed to by staff, the child and the child's parents/carers.

b) Personal records

These include registration and booking forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from staff meetings and meetings concerning the child from other agencies. An ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters (i.e Running Records or Record of Concern Forms).

- These confidential records are stored in a locked office and are kept secure by the Pre-school Managers.
- Parents have access to the files and records of their own children, unless deemed by the setting to remain confidential for safeguarding or other stated reasons relating to welfare.
- We retain children's records for two years after they have left the setting. These are kept in a secure place.
- Any safeguarding records are kept until the child transfers to another setting and then is passed on.
- Students on Placement and volunteers at Little Acorns are advised of our confidentiality policy and are required to respect it. They sign a form agreeing to abide with it.

2) Provider Records Policy Statement

Additional records include:

- Records pertaining to our registration.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment and training records of staff.
- Our records are regarded as confidential based on sensitivity of information, such as with regard to employment records and comply with up-to-date data protection principles.

Procedures

- All records are kept in an orderly way in files and filing is kept up to date.
- Financial records are kept up to date for audit purposes.
- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- Our Ofsted registration certificate is displayed.

- Our Public Liability insurance certificate is displayed in the foyer.
- All our employment and staff records are kept securely and confidentially.

Transfer of Records to School Policy Statement:

We recognise that children sometimes move to another early years setting before they go on to school although many will leave our setting to go to a school reception class.

We prepare children for these transitions and involve parents and the receiving setting in this process. We prepare records about a child's development and learning in the EYFS in our setting; in order to enable smooth transitions, we share appropriate information with the receiving setting or school at transfer.

Confidential records are shared where there have been safeguarding concerns according to the process required by our Local Safeguarding Children Board.

Procedures

Transfer of development records for a child moving to another early years setting or school include:

- A Transition Sheet-which is a report by the key person and comments by the parent including views of the child. The report will refer to any special needs or disability or whether a CAF was raised.
- Copies of any Individual Education Plans (I.E.P's) or other information for children with SEND including details about any lead professionals that have been involved.
- Any Safeguarding forms, names and contact details of Social Workers involved with a child.
Please Note: *This information is posted or taken to the school or setting, addressed to the setting or school's designated person for child protection and marked confidential.*
- Parents are given their Child's File which includes all their child's observations, photos and reports.