**Record keeping policy**

**1. Children's Records**

**2. Provider Records**

**3. Transfer of Records to School**

**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 and Parent/Carer Access to Records policy and Information Sharing policy.

**Procedures**

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

*Developmental records*

* These include observations of children in the setting, photographs, samples of their work and summary developmental reports.
* These are usually kept in the classroom and can be freely accessed, and contributed to, by staff, the child and the child’s parents. When playgroup is closed, they are stored in a locked cupboard.

*Personal records*

* These include application, registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from 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.
* These confidential records are stored in a lockable cabinet and are kept secure by the pre-school leader.
* Parents have access, in accordance with our Parent/Carer Access to Records policy, to the files and records of their own children but do not have access to information about any other child.
* Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person at all times.
* We retain children’s records for three years after they have left the setting. These are kept in a secure place.

*Other records*

* Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
* Students studying for recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.
* Parental declarations relating to Early Years Free Entitlement claims and Playgroup attendance registers are retained for 7 years after the child has left the setting as per Surrey County Council code of practice.

**Legal framework**

* Data Protection Act 1998
* Human Rights Act 1998

**Further guidance**

* Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

This policy was adopted at a meeting of : .............................................................................

Held on : ................................................................................................................................

Date to be reviewed : .............................................................................................................

Signed on behalf of the management committee : ................................................................

Name of signatory : ...............................................................................................................

Role of signatory (e.g. chairperson) : ....................................................................................

**2. Provider records**

**Policy statement**

We keep records for the purpose of maintaining our business. These include:

* Records pertaining to our registration.
* Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
* Financial records pertaining to income and expenditure.
* Risk assessments.
* Employment records of staff.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

**Procedures**

* All records are the responsibility of the officers of the management committee who ensure they are kept securely.
* 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.
* All our employment and staff records are kept securely and confidentially.

**Legal framework**

* Data Protection Act 1998
* Human Rights Act 1998

**Other useful Pre-school Learning Alliance publications**

* Accident Record (2010)
* Accounts Record (2005)
* Safeguarding Children (2010)
* Recruiting and Managing Employees (2010)
* Financial Management (2010)
* Medication Record (2006)
* Register and Outings Record (2010)
* Managing Risk (2009)
* Summary Complaints Record (2006)

This policy was adopted at a meeting of : .............................................................................

Held on : ................................................................................................................................

Date to be reviewed : .............................................................................................................

Signed on behalf of the management committee : ................................................................

Name of signatory : ...............................................................................................................

Role of signatory (e.g. chair/owner) : .....................................................................................

**3. 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 playgroup to enter a 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 playgroup; 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 child protection concerns according to the process required by our Local Safeguarding Children Board.

The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

**Procedures**

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

* Using the EYFS assessment of development and learning ensure the key person prepares a summary of achievements in the seven areas of learning.
* This record refers to any additional language spoken by the child and his or her progress in English language.
* The record also refers to any additional needs that have been indentified or addressed by us.
* The record also refers to any special needs or disability and whether a CAF was raised in respect of special needs or disability, whether there is a Education, Health and Care Plan and gives the name of the lead professional.
* The record contains a summary by the key person and a summary of the parent’s view of the child.
* The document may be accompanied by other evidence such as photos or drawings that the child has made.
* For transfer to school, a transition form is completed.

*Transfer of confidential information*

* The receiving school or setting will need to have a record of concerns that were raised in our playgroup and what was done about them.
* A summary of the concerns will be made to send to the receiving setting or school along with the date of the last professional meeting or case conference. Some Local Safeguarding Children Boards will stipulate the forms to be used and provide these.
* Where a CAF has been raised in respect of any welfare concerns the name and contact details of the lead professional will be passed on to the receiving setting or school.
* Where there has been a s47 investigation regarding a child protection concern the name and contact details of the child’s social worker will be passed on to the receiving setting or school – regardless of the outcome of the investigation.
* 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.

**Legal framework**

* Data Protection Act 1998
* Freedom of Information Act 2000
* Human Rights Act 1998
* Children Act 1989

**Further guidance**

* What to do if you are Worried a Child is Being Abused (HMG 2006)
* Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

This policy was adopted at a meeting of : .............................................................................

Held on : ................................................................................................................................

Date to be reviewed : .............................................................................................................

Signed on behalf of the management committee : ................................................................

Name of signatory : ...............................................................................................................

Role of signatory (e.g. chair/owner) : .....................................................................................