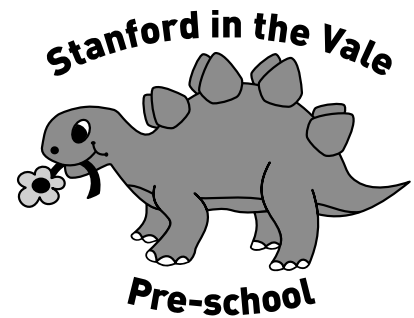


Recreation Ground
Huntersfield
Stanford in the Vale
Faringdon
Oxfordshire SN7 8LR



1.1.6 - RECORD KEEPING

Statement of Intent

Stanford Pre-school regards our records as confidential. We are required to keep various records in accordance with the Early Years Foundation Stage. In addition, the Pre-school staff are required to make observations and keep written records regarding the children under their care and education. It is inevitable that the staff of Stanford Pre-school will be privy to confidential information about the children and families using the Pre-school. Occasionally, this confidential information will need to be held on file. Our records are maintained with regard to the framework of the Data Protection Act (1998) and Human Rights Act (1998) to ensure they are stored correctly and that information is shared following correct procedures.

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

Legal Framework

Data Protection Act (1998)

Human Rights Act (1998)

Classification of Records

Our records can be divided into 4 main categories:

- 1) Daily Administration Records which are maintained continually by staff, and include:
Pre-school Attendance Register; Keyperson list; Collection Book; Emergency Contact List; Medication File; Accident Records and Incident File.
- 2) Business Administration Records that include:
Stanford Pre-school's registration forms, lease and contractual documents pertinent to the building, financial records pertaining to income and expenditure, risk assessments and staff employment records.
- 3) Children's Developmental Records (Learning Journeys) that include:
Observations made by staff of children while in Pre-school, photos, samples of their work and summary of their development in order to monitor the progress of each child's development and education. Such records may also include observations and comments where given, from parents.
- 4) Children's Personal Records that include:
Registration and admission forms (which will include information detailing each child's full name, home address of every parent and/or carer who is known to the provider – and information about any other person who has parental responsibility for the child, with whom the child usually resides, date of birth and emergency contact details) signed consent forms, correspondence concerning child or family, reports or minutes from meetings concerning a child from other agencies, an on-going record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection and welfare matters.

Procedures

- All confidential and official records are kept in a lockable cupboard within a secure storage area at all times. Records are easily accessible and available (with prior agreement from Ofsted, we may keep these off the premises as long as they are secure).
- Children's developmental records are kept in such a way that they may be accessed, and contributed to, by staff, the child and the child's parents. Parents may only access records about their own children.
- Children's personal records are kept in a secured lockable cupboard at all times. Parents have access, in accordance with our Client 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 or where necessary. Staff induction includes an awareness of the importance of confidentiality and the role of the key person.
- These files will be accessible to Preschool staff only. However, the Manager may share information and records with members of the Social Services Department as deemed appropriate. Under these circumstances, the child's parents will be informed that a report is being presented to the authorities. See also our Confidentiality Policy and Information Sharing Policy
- Where other professionals are working with children regarding their Special Educational Needs, children's learning journey files and other relevant progress reports may be shared with such professionals in order to assist them to help the child progress.
- Children's records are kept for three years after they have left the Pre-school, except records that relate to an accident or child protection matter, which are kept until a child reaches the age of 21 years. They are kept in a secured place.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students of Pre-school Learning Alliance or other recognised qualifications and training, when they are observing in the setting, are advised of our Confidentiality and Client Access to Records Policy and are required to respect it.
- 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.
- Our Ofsted registration certificate is displayed.
- Our Public Liability Insurance certificate is displayed

We notify Ofsted of any change:

- in the address of the premises;
- to the premises which may affect the space available to us or the quality of childcare we provide;

- to the name and address of the provider, or the provider’s contact information;
- to the person managing the provision;
- any significant event which is likely to affect our suitability to look after children; or
- and other event as detailed in the Statutory Framework for the Early Years Foundation Stage (DfE 2012).

This policy was adopted at a meeting of Stanford in the Vale Pre-school Committee

Held on _____ (date)

Date to be reviewed _____ (date)

Signed on behalf of the management committee

Name of signatory

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