

General Welfare Requirement: Documentation

Providers must maintain records, policies and procedures required for the safe and efficient management of the settings and to meet the needs of the children.

Little Elves Community Pre-School Ltd

Record keeping

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.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.1 Observation, assessment and planning	

Procedures

We keep the following records on children attending our setting:

Developmental records(Learning Journals)

- These include observations of children in the setting, photographs, and samples of their work and summary developmental reports.
- These are usually kept in the filing cabinet in the store room and can be freely accessed, and contributed to, by staff, the child and the child's parents. Staff make observations daily, update the children's files weekly, and are given dedicated time to enable them to do this.

- These records may be taken out of the setting for key persons to update. This is only permissible with parental consent.
- Once the child leaves the setting, parents are given their learning journal to take away with them and share with their next setting and keep for memories.

Personal records

- These include 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 filing cabinet and are kept secure by the person in charge in the office.
- 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. Staff induction includes an awareness of the importance of confidentiality in the role of the key person.
- We retain confidential records for as long as the Law states after they have left the setting. These are kept in a secure place. After this date they will be destroyed.
- Confidential records are kept at a remote archive storage company for safe keeping.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the Manager and Management Committee.
- Committee members, students or volunteers are advised of our Confidentiality policy and are required to respect it.

Legal Framework

- Data Protection Act 1998
- Human Rights Act 1998
- GDPR 2018

Further guidance

- Information Sharing: Practitioners' Guide (DfES 2006)

This policy was adopted at a meeting of

Little Elves Community Pre-School Ltd

Held on

16 May 2018

Date to be reviewed

Annually

Signed on behalf of the management committee

Name of signatory

Sam Couzens

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

Chair
