

St Marychurch Pre-school

Record Keeping Policy

Statement of Intent

St Marychurch Pre-school keeps record for the purpose of maintaining its business. Records include:

Records relating to the registration.

Contractual documentation relating to amenities, services and goods.

Financial records relating to income and expenditure.

Risk assessments.

Employment and training records of practitioners.

Aim

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 General Data Protection Registration (GDPR) and the Human Rights Act. This policy and procedure is taken in conjunction with the Confidentiality Policy and Information and Sharing and Transferring of Records policy.

Methods

- It is the responsibility of the officers of the management committee to ensure that all records 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.
- The Ofsted registration certificate is displayed.
- The Public Liability insurance certificate is displayed.
- All employment and practitioners records are kept securely and confidentially.

Records

St Marychurch Pre-school keep records of:

Children

There are two types of children's records attending our setting:

a) Developmental Records

These include the children's online learning journals containing observations of children in the setting, photographs, samples of their work and summary developmental reports. The online learning journals are accessed and contributed to by practitioners and the child's parents. The use of photographs is signed for by parents/carers on the Registration form.

b) Personal Records

These include registration forms, signed consent forms and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, any on-going record of relevant contact with parents, and observations by practitioners on any confidential matter involving the child, such as developmental concerns or child protection matters. Confidential records are stored in a lockable cabinet and are kept secure by the person in charge.

- In accordance with our Parental Involvement and Confidential Policies, parents have access to the records of their own children but do not have access to information about any other child.
- Parents who want to see their child's records may have to make arrangements with their key person/manager for a suitable time.
- Practitioners will not discuss personal information given by parents with practitioners, except where it affects planning for the child's needs. The induction of practitioners, volunteers and the Confidential Policy makes practitioners aware of how important confidentiality needs to be kept by the practitioners of the Pre-school.
- Names, addresses and telephone numbers of parents and adults authorised to collect children from the setting.
- The names, addresses and telephone numbers of emergency contacts in case of children's illness or accident;
- The allergies, dietary requirements and illnesses of individual children.
- The times of attendance of children, practitioners, volunteers and visitors;
- Accidents and medicine administration records.
- Consents for outings, administration of medication, emergency treatment.
- Incidents.
- Records on children are kept for three years after they have left the setting, unless the child has been regarded as a child with special needs then their details are kept until they are twenty five years. Child Protection records are kept for 24 years. All records are kept in a secure place.
- If a subject access request is made to access records then St Marychurch Pre-school will comply to this request within a month, but this can be extended by a further two months where requests are complex or numerous and an explanation will be given as to why this extension is necessary. St Marychurch Pre-school has the right to refuse a request if the request is manifestly unfounded, vexatious, or the requests are deemed excessive, likely to prejudice a criminal investigation or be harmful to the wellbeing of a child to do so. A written refuse will be made.
- Parents will be given access to any reports made by St. Marychurch Pre-school, 2 days prior to any safeguarding meeting, if the setting is notified of the meeting in advance.
- If the information held is incorrect then you have the right to have inaccurate data corrected.

Volunteers and students on recognised qualifications and training, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

Adults

We keep the following information on adults in the setting:

- Names and addresses of all practitioners on the premises, including temporary practitioners who work with the children or who have substantial access to them;
- Names and addresses of all members of the management committee;
- All records relating to the employment of practitioners within the setting, including application forms, references, results of checks undertaken and so on.

Legal framework

General Data Protection Regulation (GDPR)

- Data Protection Act 1998
- Human Rights Act 1998

Signed: _____ Position: Chairperson Dated: _____

We aim to provide a safe, stimulating, caring, happy Pre-school where all children and their families are welcome. We provide a curriculum based on the Early Years Foundation Stage using individual children's interest and needs.