

General Welfare Requirement: Documentation

Record keeping-children's and staff, volunteers, work experience, Management committee and people working on the premises 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 GDPR 2018.

- This policy and procedure is taken in conjunction with the Confidentiality and client access to records policy and our procedures for information sharing and with regard to the Surrey Multi-Agency Information Sharing Protocol.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
• Inclusive Practice	• Respecting each other	• Observation, assessment and planning	• Inclusive of AUC/PR/EE

Procedures

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

Developmental records

- These include observations of children in the setting, photographs, video clips, and samples of their work and summary developmental reports.
- Photographs may be displayed around the playroom and in our photograph album in the foyer.
- Each child has a Learning Journey observational record and a Surrey Learning Journey. These are used to inform key persons and parents of the child's development, care and learning needs and to inform planning for the child's individual learning plan.
- Records can be accessed through a child's key person.

Personal records

- These include registration and admission forms, signed consent forms, and correspondence concerning the child's family, reports of 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.
- Records kept on children include:
 - ❖ names, addresses and telephone numbers of parents and adults authorised to collect children from 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, staff, volunteers and visitors;
 - ❖ accidents and medicine administration records;
 - ❖ consents for outings, administration of medication, emergency treatment; and
 - ❖ incidents.
- These confidential records are stored in a lockable file or cabinet and are kept secure by the person in charge in an office or other suitably safe place.
- 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 children's records for five years after they have left the setting. These are kept in a secure location on the premises.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personal decisions.
- Students on recognised qualifications and training, when they are observing the setting, are advised of our confidentiality policy and are required to respect and adhere to it.

Records of staff, volunteers, work experience students, Management Committee and people working on the premises.

Records of staff, volunteers, work experience, management committee and other people working on the premises include:

- ❖ names and addresses of all staff, adults, volunteers and work experience students on the premises, including temporary staff who work with the children or who have substantial access to them;
- ❖ names and addresses of the owners or of all members of the Trustees all records relating to the staff's employment with the setting, including application forms, references, results of checks undertaken etc.

In addition, the following procedures and documentation in relation to health and safety are in place under the welfare requirements:

- Risk assessment.
- Record of visitors.
- Fire safety procedures.
- Fire safety records and certificates.
- Operational procedures for outings.
- Vehicle records including insurance.
- List of named drivers.
- Administration of medication.
- Prior parental consent to administer medicine.
- Record of the administration of medicines.
- Prior parental consent for emergency treatment.
- Accident record.
- Health and Safety Incident record
- Individual Incident record
- Individual incident record log
- Sick children.
- No smoking.

Legal framework

- GDPR 2018
- Human Rights Act 1998
- Freedom of Information Act 2000
- EYFS 2025

Changes to Policy and Procedure

Any changes to this policy and any procedures may come into force following Government Guidance and Legislation changes to law or any new Legislation that the Government sees fit to implement. This includes any changes due to the Coronavirus Act 2020 and any subsequent Acts that will affect the Early Years Sector and our setting now or in future communication and changes.

Acts and legislation includes but is not exhaustive to:
Coronavirus Act 2020
Coronavirus (Covid-19) Guidance for educational settings
Early Years Foundation stage: Coronavirus Disapplications
Actions for Early Years and Childcare providers

This policy was adopted at a meeting of **Little Saints Pre-School**

Held on (date)

Signed on behalf of the CIO Trustees