

BRANSTON PRE-SCHOOL CENTRE

RECORD KEEPING POLICY

We are committed to ensuring that our record keeping policy complies with the Data Protection Act 1998 and General Data Protection regulation 2018. To ensure this we have a designated data protection officer.

Branston Pre-School does not pass information on to other people or organisations without prior consent from the person/s concerned, except in exceptional circumstances where not to do so would be to hinder criminal investigations or put a child's welfare at risk. We keep minimal information and only that which is necessary for us to meet our statutory obligations and for the effective running of the Pre-School. All information is held securely for the required length of time and then destroyed appropriately. Individuals are informed of their right to complain to the ICO if they deem it necessary.

Records held by the Pre-School are mainly paper based, particularly those held on the children. Any information can be made available to individuals concerned or deleted on request.

The following records are kept on the children who attend the setting:

- Registration details
- Accidents that take place at or away from the setting
- Emergency contacts
- Incidents
- Medication administered
- Allergies and dietary requirements
- Individual health care plans
- Targeted plans for children with additional needs
- Tapestry access

Register

The register is a legal document, which is completed when children arrive and leave the Pre-School, and will always be on the premises when children are in attendance.

Registration details

Registration details give the name, home address and date of birth of the child, the name, home address and telephone number of parents/carers and details of people with parental responsibility. Medical, dietary, allergies alongside doctors and emergency contact details are also recorded. These registration forms are in a file in the locked cabinet on the premises and may only be seen by a child's parents/carers and Pre-School staff. Registration details are kept for a period of 3 years after the child has left the setting.

Accident records

Any accident that occurs on Pre-School premises, or during outings to children or adults is recorded in an accident book, and reviewed each term by the manager. Completed accident books are retained by Pre-School for a period of 21 years.

Incident records

Any incident which caused or may have caused harm to a child is recorded on an incident form. This involves incidents involving children where physical intervention by an adult has been necessary, incidents caused by a breakdown in safety procedures, incidents where children have caused harm to Pre-School property. These forms are used when reviewing policies and procedures. These incident forms are kept in the locked cabinet and are retained for a period of 21 years.

Accidents at home

Parents/carers are required to complete a form informing staff of any injury occurred away or on entry to the setting. The forms are kept in a safeguarding file separately in the locked cabinet and reviewed regularly by our designated safeguarding lead.

Medication records

Staff will only administer medication to children following our administering medication policy (See policy). Medication books are completed and are retained on the premises for a period of 21 years.

Records of allergies and individual dietary needs

Registration details are checked and dietary needs alongside allergies are recorded to ensure children's needs are met.

Learning journey

Pre-School use an online learning journey 'Tapestry' who as a company comply with the current data protection regulations. For each child in the setting members of staff will record on the system:

- The child's name
- Gender
- Date of birth
- If English is an additional language
- If the child has special educational needs
- Make regular observations and assessments
- Take photographs of the child at work or play
- Provide examples of work and spoken comments

These are then used to compile the child's learning journey. The learning journey contains an initial 'all about me' page which the keyworker and parents/carers complete when the child first starts Pre-School followed by observations, photographs, samples of work, parents/carers observations from home and progress reports completed by both keyworker and parents/carers.

Records for children with additional needs

Where children have been identified as having additional needs the Pre-School will keep paper based individual targeted plans (ITP's) for each child. These are used to ensure that all the child's needs are being met and contain the following information:

- Details of child's need
- Details of action required to meet their needs
- Evaluations of action taken
- Names and contact details of any outside agencies involved

Records for children with additional needs will be shared with parents/carers, Pre-School Manager, Pre-School SENCO, child's keyworker's, outside agencies involved and any additional support staff employed for that child. Copies of any targeted plans are kept by the SENCO and retained for a period of 6 years after the child has left Pre-School.

Additional children's records

In addition to the above records it is sometimes necessary to hold additional confidential records where children are considered to be at risk or in need. These records are kept separate from others and are confidential on a need to know basis. Its Pre-School policy to share all records with parent/carers, however the safety and welfare of a child is always our first consideration and for this reason some records may not be shared if it is felt to do so would put the child at risk. Wherever possible Pre-School will try to work with parents/carers.

Early help assessment forms

If the Pre-School considers that a child may have unmet needs, we will seek permission from parents/carers to complete an early help assessment form which can help to identify those needs. This process is entirely voluntary and can only be done with permission from parents/carers. After completing the forms it may become clear that help from outside agencies would benefit the child, but again, this can only be done with the permission of parents/carers. Where permission has been granted copies of the form will be given to any person that parents have allowed, but nobody else. Early help assessment forms will be held by the lead professional for each case.

Administration records

In order to ensure the smooth running of the setting the following records are also kept:

- Policies and procedures
- A record of complaints

Records for staff, committee and volunteers

For the purpose of confidentiality staff files are kept in paper format only and are locked away with access only to the Pre-School Manager and deputy Manager. Staff records contain job applications, health checks, references, home address and telephone numbers. Also alongside these are a list of names, dates of birth, DBS numbers and type of disclosure, suitability letters from Ofsted where applicable, for all staff, committee, and volunteers. All records on individuals are retained by the Pre-School for 6 years after the individual has left the Pre-School.