

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.



Documentation

5.1 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 UK General Data Protection Regulations (2018) and the Human Rights Act (1998). This policy and procedures are in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

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 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.
- These also include electronic records of observations, photos and videos, and tracking of developmental progress on Tapestry online journal system.
- Hard copies of children's records are kept securely in the hall and can be accessed by staff at any time. Parents can ask to see their child's file at any time. Electronic records are accessed with secure passwords and pin numbers by staff, and relatives also are

given a secure log-in to access their child's online learning journal at any time to follow their progress.

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 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, particularly in the role of the key person.
- We retain children's records for three years after they have left the setting. These are kept in a secure place.

Other records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- 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.

Children's Records

Document	How long to keep	Status	Authority
Registration Form	A reasonable period of time after child has left the provision (e.g. until after the next Ofsted inspection)	Requirement	Statutory Framework for the Early Years Foundation Stage (given legal force by Childcare Act 2006)

	Until the child reaches 21 – or until the child reaches the age of 24 for child protection records	Recommendation	Limitation Act 1980 Normal limitation rules (which mean that an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event) are postponed until a child reaches 18 years of age
Learning Journals	Kept until child moves on and then passed to next setting.		
About Me form	In journal until child leaves – journal is then passed to next setting	n/a	n/a
Milk lists	Kept for 7 years		
Parental Consent Forms	Until the child reaches 21 – or until the child reaches the age of 24 for child protection records	Recommendation	Limitation Act 1980 Normal limitation rules (which mean that an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event) are postponed until a child reaches 18 years of age
Photography policy agreement	Until the child reaches 21 – or until the child reaches the age of 24 for child protection records	Recommendation	Limitation Act 1980 Normal limitation rules (which mean that an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event) are postponed until a child reaches 18 years of age
Information Sharing form	3 years after child has left setting	n/a	n/a

Compliments/ Complaints forms	A reasonable period of time after child has left the provision (e.g. until after the next Ofsted inspection)	n/a	n/a
Home Accident forms/Accident in the Setting Records/Incident Forms	Until the child reaches 21 – or until the child reaches the age of 24 for child protection records	Recommendation	Limitation Act 1980 Normal limitation rules (which mean that an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event) are postponed until a child reaches 18 years of age
Individual Safeguarding Files and Behaviour logs	Until the child reaches 21 – or until the child reaches the age of 24 for child protection records	Recommendation	Limitation Act 1980 Normal limitation rules (which mean that an individual can claim for negligently caused personal injury up to 3 years after, or deliberately caused personal injury up to 6 years after the event) are postponed until a child reaches 18 years of age
Medicine and health care plans	Until child leaves setting		
Registers	A reasonable period of time after child has left the provision (e.g. until after the next Ofsted inspection)	Requirement	Statutory Framework for the Early Years Foundation Stage (given legal force by Childcare Act 2006)

5.2 Provider records

Policy statement

We keep records for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- Financial records pertaining to income and expenditure.
- Risk assessments.

- Employment records of staff.

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records and these are maintained with regard to the framework of the UK General Data Protection Regulations (2018) and the Human Rights Act (1998).

This policy and procedures are taken in conjunction with the Confidentiality and Client Access to Records policy and Information Sharing policy.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.3 The learning environment	

Procedures

- All records are the responsibility of the officers of the management committee who ensure they are kept securely.
- All records are kept securely and maintained in an orderly way and filing is kept up-to-date.
- Electronic files are password protected to ensure they are only accessed by authorised people.
- 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.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.
- All records are open to audit and review with other professionals.

Provider Records

Document	How long to keep	Status	Authority
Employer's Liability Insurance Records	As long as possible	Recommendation	Health and Safety Executive
Minutes	6 years from the date of the meeting for Charitable	Requirement	The Charitable Incorporated Organisations (General) Regulations 2012

	Incorporated Organisations		
	Permenantly	Recommendation	Chartered Institute of Personnel and Development
Health and Safety checklist	1 year		
Nappy logs	21 years		
Visitor logs	21 years		
Parental Declarations (for funded hours)	7 financial years	Recommendation	Advice from Bracknell Forest Council
Copies of passports/birth certificates	7 financial years	Recommendation	Advice from Bracknell Forest Council

5.3 Transfer of records to school

Policy statement

We recognise that children sometimes move to another early years setting before they go on to school, although many will leave our setting to enter a nursery or reception class.

We prepare children for these transitions and involve parents and the receiving setting in this process. We prepare records about a child's development and learning in the EYFS in our setting; in order to enable smooth transitions, we share appropriate information with the receiving setting or school at transfer.

Confidential records are shared where there have been child protection concerns according to the process required by our Local Safeguarding Board.

The procedure guides this process and determines what information we can and cannot share with a receiving school or setting.

EYFS key themes and commitments

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.1 Child development 1.2 Inclusive Practice 1.3 Keeping safe 1.4 Health and well-	2.2 Parents as partners 2.3 Key person	3.1 Observation, Assessment and Planning 3.2 Supporting every child 3.4 The wider	4.4 Areas of learning and development

Procedures

Transfer of development records for a child moving to another early years setting or school

- Using the EYFS assessment of development and learning ensure the key person prepares a summary of achievements in the seven areas of learning.
- This record refers to any additional language spoken by the child and their progress in both languages.
- The record also refers to any additional needs that have been identified or addressed by the setting.
- The record also refers to any special needs or disability, whether a CAF was raised in respect of special needs or disability and if an Individualised Education Plan has been put in place, as well as the named lead professional.
- The record contains a summary by the key person and a summary of the parent's view of the child. The document may be accompanied by other evidence such as photos or drawings that the child has made.
- For transfer to school, we generate an assessment summary and a transition record for the setting to follow.
- If there have been any welfare or protection concerns a phone call to the forwarded setting will be made to identify these and ensure the incoming setting are aware of the background.

Transfer of confidential information

- The receiving school or setting will need to have a record of concerns that were raised in the setting and what was done about them.
- A summary of the concerns will be made to send to the receiving setting or school along with the date of the last professional meeting or case conference.
- Where a CAF has been raised in respect of any welfare concerns the name and contact details of the lead professional will be passed on to the receiving setting or school.
- Where there has been an s47 investigation regarding a child protection concern the name and contact details of the child's social worker will be passed on to the receiving setting or school – regardless of the outcome of the investigation.
- This information is delivered to the school or setting by hand, or if out of the area, it will be posted by recorded delivery, and addressed to the setting or school's designated person for child protection and marked confidential.

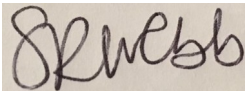
- Where a setting/ school uses Tapestry Online Journal, we will transfer the electronic record through the software secure transition process. Any electronic files transferred will be password protected to ensure security.

Legal framework

- Data Protection Act 1998
- Freedom of Information Act 2000
- Human Rights Act 1998
- Children Act 1989
- Limitation Act 1980
- Statutory Framework for the Early Years Foundation Stafe (Given legal force by Childcare Act 2006)

Further guidance

- 'What to do if you are Worried a Child is Being Abused' (March 2015)
- 'Information Sharing: advice for practitioners safeguarding children.' (March 2015)
- Health and Safety Executive
- The Charitable Incorporated Organisations (General) Regulations 2012
- Chartered Institute of Personnel and Development

This policy was adopted at a meeting of	AGM of The Ark Pre-school
Held on	10 th July 2023
Date to be reviewed	July 2024
Signed on behalf of the management committee	
Name of signatory	Sarah Webb
Role of signatory (e.g. chair/owner)	Chair