



Record Keeping (Children’s Records) Policy

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 the 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 Pre-School:

Progress records

- Each child’s key person is responsible for recording and evaluating the child’s progress. Written records will be kept by the key person showing the child’s progress in a clear and positive way. Parents/carers are encouraged to share information with the key person and will be given regular opportunities to view and discuss their child’s progress. All written records of a child’s progress (listed below) will be given to the parent/carer when the child leaves Pre-School (copies are not kept by Pre-School):
 - The “My All About Me book” completed by parents/carers as or before the child starts Pre-School;
 - A written observation record completed by the key person at least once a term;
 - An Individual Progress Record, completed by the key person from time to time;

- Examples of the child's handwriting or work and photos of the child engaged in activities.
- These records are kept by the relevant key person.
- In addition, a transition document is prepared for each child as they leave Pre-School, which represents the child's most recent achievements as they move up to primary school or any other setting, and which is passed onto the school or other setting (provided the parents/carers consent) along with any comments added by the parents/carers. A copy of this document is kept at Pre-School for ease of reference in case any queries are raised by the next setting.
- Additionally, all staff contribute to spontaneous observations, in which they note particular children's achievements during a specified activity. These observations assist the key person in completing the progress records. When not in use, this file is kept in a locked cupboard in the Pre-School office.
- 2 year progress checks are completed followed by 0-36 months progress check and 36-60 months progress check. All these records are then shared with parents and kept in the childrens profiles.

Personal records

- These include registration forms, signed consent forms, and correspondence concerning the child or family (including medical information), 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 locked cupboard in the Pre-School office.
- Parents have access, in accordance with our Confidentiality 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/carers 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 at least three years after they have left Pre-School. These are kept in a secure place.

Other records

- Other records kept by Pre-School relating to children include:
 - The daily register;

- An accident book in which details of accidents occurring during a Pre-School session are recorded; the book is shown to the parent/carer at the end of the session and signed by them;
 - An incident book in which parents/carers record details of any injury suffered by the child outside Pre-school;
 - Complaints file;
 - Nappy changing record book.
- These records are also kept in a locked cupboard in the Pre-School office.

Legal Framework

- Data Protection Act 1998
- Human Rights Act 1998

Further guidance

- Information Sharing: Guidance for Practitioners and Managers (DCSF 2008)

Adoption of policy

This policy was adopted at a meeting of	_____	name of setting
Held on	_____	(date)
Date to be reviewed	_____	(date)
Signed on behalf of the Committee	_____	
Name of signatory	_____	
Role of signatory (e.g. Chair)	_____	

[Policy 5.1]