

MATLOCK PRE-SCHOOL PLAYGROUP

RECORD POLICY

Matlock Pre-school Playgroup will usually keep a child's records for 3 years after he/she has left the setting. After this the records will be destroyed by shredding.

- We maintain records and share information to ensure the safe management of the setting and to help ensure that the needs of all children are met.
- We endeavour to instigate a two way flow of information between other providers, if the child is attending more than one setting
- We encourage a regular two way flow of information with parents and/or carers through parent's evenings, sharing observation records, through the green folders, key person system and conversations with parents.
- Parents and/or carers are given access to all records about their child provided that no relevant exemptions apply to their disclosure under the DPA 1998.
- Confidential information and records about staff and children are held securely and only accessible and available to those who have a right and professional need to see them.

The child's observation records will be given to the parent/guardian when he/she moves to another setting.

The child's EYFS profile data will be passed on to their next setting within 15 days of the child leaving Matlock Pre-school Playgroup.

BUSINESS RECORDS

Policy Statement

We keep records for the purpose of maintaining our business.

These include:

- Records pertaining to our registration.
- Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff including their name, home address and telephone number.
- Name, address and telephone number of anyone else who is regularly in unsupervised contact with the children

Our records are regarded as confidential on the basis of sensitivity of information, such as with regard to employment records. These confidential records are maintained with regard to the framework of the Data Protection Act (1998) and the Human Rights Act (1998). This policy and procedure is taken in conjunction with the Confidentiality and Information Sharing Policy.

Procedures

- All records are the responsibility of the Pre-School Manager who ensures they are kept securely. They report to the Pre-School Committee.
- 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.
- Our Ofsted registration certificate is displayed.
- Our Public Liability insurance certificate is displayed.
- All our employment and staff records are kept securely and confidentially.

We notify Ofsted of any change:

- in the address of our premises;
- to the premises which may affect the space available to children and the quality of childcare available to them;
- our name and address and contact information;
- to the person managing the setting;
- any significant event which is likely to affect our suitability to look after children; or
- any other event as detailed in the Early Years Foundation Stage (EYFS).

CHILDREN'S RECORDS

Policy Statement

We have record keeping systems in place that meet legal requirements; the means we use to store and share that information takes place within the framework of the Data Protection Act (1998) and the Human Rights Act (1998). This policy and procedure is taken in conjunction with the Confidentiality and Information Sharing Policy.

Procedures

If a child attends another setting, we establish a regular two-way flow of appropriate information with parents and other providers. Where appropriate, we will incorporate comments from other providers, as well as parents and carers into the child's records. We keep two kinds of records on children attending our setting:

1. Developmental Records

- These include observations of children in the pre-school, photographs, video clips and samples of their work and summary developmental reports.
- These are kept in the quiet room and can be freely accessed, and contributed to, by staff, the child and the child's parents.

2. 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.

- Child's development, health and well-being – including a summary only of the child's EYFS profile report, a record of discussions about every day matters about the child's development health and well-being with the parent.
- Early Support – including any additional focussed intervention provided by our setting (e.g. support for behaviour, language or development that needs an Individual Education Plan) and records of any meetings held.
- Welfare and child protection concerns – including records of all welfare and protection concerns, and our resulting action, meetings and telephone conversations about the child, an Education, Health and Care Plan and any information regarding a Looked After Child.
- Correspondence and Reports – including a copy of the child's 2 Year Old Progress Check (as applicable), all letters and emails to and from other agencies and any confidential reports from other agencies.
- These confidential records are stored in a lockable file or cabinet, which is always locked when not in use and which is secure in the quiet room.
- We ensure that access to children's files is restricted to those authorised to see them and make entries in them, this being the Pre-School Supervisor, Deputy Supervisor, Designated Safeguarding Children Officer, SENCO, the child's key person, or other staff as authorised by Pre-School Supervisor.
- We may be required to hand children's personal files to Ofsted as part of an inspection or investigation process; or to local authority staff conducting a S11 audit, as long as authorisation is seen. We ensure that children's personal files are not handed over to anyone else to look at.

- Parents have access, in accordance with our Confidentiality and Information Sharing Policy, to the files and records of their own children, but do not have access to information about any other child.
- We retain children's records for three years after they have left the setting. These are kept in a secure place.

OTHER RECORDS

- We keep a daily record of the names of the children we are caring for, their hours of attendance and the names of their key person.
- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.
- Students are advised of our Confidentiality and Information Sharing Policy and are required to respect it.

RETENTION PERIOD OF RECORDS

We will adhere to the following legal requirements on retention periods for records and as per the advice given by the Pre-School Learning Alliance. In addition, we will endeavour to follow the recommended guidelines where possible and practical:

Children's Records	Retention Period	Status	Authority
Children's records - including registers, registration forms, medication records and accident record books pertaining to the children	Records should be retained for a reasonable period of time (for example 3 years after children have left the provision)	Requirement	Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)

Accident records	Until the child reaches the age of 21 - or until the child reaches the age of 24 for child protection records	Recommendation	Limitation Act 1980/The Statute of Limitations (Amendment) Act 1991 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 old.
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date on which it happened	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163)

Employment Records	Retention Period	Status	Authority
Personnel Records			
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases	Recommendation	Chartered Institute of Personnel and Development
Application	6 months to 1	Recommendation	Chartered

forms and interview notes (for unsuccessful candidates)	year		Institute of Personnel and Development
Enhanced DBS Certificate information	Six months	Recommendation	Disclosure and Barring Services The following basic information may be retained after six months and the Disclosures should be securely destroyed in line with the DBS Code of Practice: <ul style="list-style-type: none"> • the date of issue of a Disclosure • the name of the subject • the type of Disclosure requested • the position for which the Disclosure was requested • the unique reference number of the Disclosure • who obtained the Disclosure • the details of the recruitment decision taken
Pay Records			
Wage/salary records (including overtime, bonuses and	6 years	Requirement	Taxes Management Act 1970

expenses)			
Statutory Maternity Pay (SMP) records	3 years after the end of the tax year in which the maternity period ends	Requirement	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960)
Statutory Sick Pay (SSP) records	3 years after the end of the tax year to which they relate	Requirement	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894)
The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894)	3 years after the end of the tax year to which they relate	Requirement	The Statutory Sick Pay (General) Regulations 1982 (SI 1982/894)
Income Tax and National Insurance returns/records	At least 3 years after the end of the tax year to which they relate	Requirement	The Income Tax (Employments) Regulations 1993 (SI 1993/744)
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of redundancy	Recommendation	Chartered Institute of Personnel and Development
Health & Safety Records			
Staff accident records (for organisations with 10 or more employees)	3 years after the date of the last entry (there are separate rules for the recording of	Requirement	Social Security (Claims and Payments) Regulations 1979 (SI 1979/628)

	accidents involving hazardous substances)		
Records of any reportable death, injury, disease or dangerous occurrence	3 years after the date on which it happened	Requirement	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163)
Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)1999	40 years from the date of the last entry	Requirement	The Control of Substances Hazardous to Health Regulations 1999 (COSHH) (SI 1999/437)
Assessments under Health and Safety Regulations and records of consultations with safety representatives and committees	Permanently	Recommendation	Chartered Institute of Personnel and Development
Financial Records			
Accounting records	3 years from the date on which they are made for private companies, 6 years for public limited companies 6 years for	Requirement	Section 386 of the Companies Act 2006 Charities Act 1993 and 2006

	charities		
Administration Records			
Complaints Record Book	At least 3 years from the date of the last record	Requirement	Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)
Insurance Liability Documents	40 years from date of issue	Requirement	The Employers' Liability (Compulsory Insurance) Regulations 1998
Minutes/minute books	Permanently	Recommendation	Chartered Institute of Personnel and Development