**RECORD KEEPING POLICY**

Our records are regarded as confidential based on sensitivity of information, such as employment records. These confidential records are maintained regarding the framework of the General Data Protection Act 2018 (GDPR) and the Human Rights Act (1998).

**Business Records**

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

* Records pertaining to our registration.
* 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 committee members.

**Procedures**

* 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.
* Our ICO certificate is displayed.
* All our employment and staff records are kept securely and confidentially.

We notify Ofsted of any change:

* to 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**

**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 a locked filing cabinet.
1. **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 of the child’s EYFS profile report. Early Support – including any additional focussed intervention provided by our setting (e.g., support for behaviour, language or development)
* 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 cabinet, which is always locked at the end of the working day.
* We ensure that access to children’s files is restricted to those authorised to see them, this being the Pre-School Manager, Deputy Manager, Designated Safeguarding Children Officer, SENCO, the child’s key person, or other staff as authorised by Pre-School Manager.
* 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 if authorisation is seen. We ensure that children’s personal files are not handed over to anyone else to look at. Parents have access to the files and records of their own children, but do not have access to information about any other child.
* Our staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.

**Other Records**

* We keep a daily record of the names of the children we are caring for and their hours of attendance.
* Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

**Retention period of records**

We will adhere to the 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.

This policy was adopted at a meeting of the pre-school held on 15.05.18.

Signed on behalf of the pre-school Gary Cox

Reviewed 04.04.18, 08.08.19, 19.07.20, 08.08.21, 17.08.22, 15.08.23, 05.08.24