

Record Keeping Policy and Procedure

(Including Children and Young People's Files)

Empowering Futures Academy Ltd

(Alternative Provision)

Policy Name	Record Keeping Policy
Site	Birmingham
Version	1.0
Approved By	Director / DSL
Date Reviewed & Confirmed	18 January 2026
Next Review Due	January 2027

1. Policy Statement

Empowering Futures Academy Ltd ("Empowering Futures") is committed to maintaining accurate, secure, and up-to-date records relating to children and young people accessing our Alternative Provision. Effective record keeping supports safeguarding, promotes continuity of care and education, ensures accountability, and enables compliance with Local Authority and statutory requirements.

Records are maintained in a manner that is **lawful, proportionate, confidential, and safeguarding-led**, ensuring the protection of personal and sensitive information.

2. Scope of the Policy

This policy applies to:

- All records relating to children and young people
- All staff, tutors, volunteers, and contractors involved in record keeping

- Paper-based and electronic records

The policy applies across all Empowering Futures delivery sites, including:

- **WEETC – Coventry**
- **Evolve Centre – Birmingham**

3. Legal and Statutory Framework

This policy aligns with:

- **UK General Data Protection Regulation (UK GDPR)**
- **Data Protection Act 2018**
- **Education Act 1996**
- **Keeping Children Safe in Education (KCSIE) 2025**
- **Working Together to Safeguard Children (2023)**
- **Local Authority Alternative Provision commissioning requirements**

4. Principles of Record Keeping

Empowering Futures ensures that records are:

- Accurate and factual
- Up to date
- Clear, concise, and professional
- Relevant and proportionate
- Stored securely
- Accessible only to authorised staff

Records must never include personal opinions, unsubstantiated allegations, or discriminatory language.

5. Types of Records Maintained

Records relating to children and young people may include:

- Referral and placement documentation
- Personal details and emergency contact information
- Attendance and engagement records
- Safeguarding and child protection records
- Behaviour and incident records
- Risk assessments
- SEN/EHCP documentation (where applicable)
- Medical information and care plans
- Progress reviews and reports
- Correspondence with parents/carers, schools, and Local Authorities

Safeguarding records are kept **separately** from general learner files.

6. Children and Young People's Files

6.1 File Structure

Each learner has an individual file, which may be held in paper and/or electronic format. Files are structured to include:

- Core learner information
- Education and placement records

- Safeguarding records (stored separately and securely)

6.2 Safeguarding Records

- Safeguarding and child protection records are stored **separately** from the main learner file.
- Records include:
 - Chronologies
 - Concern forms
 - Referrals and outcomes
 - Multi-agency correspondence
- Access is restricted to the **Designated Safeguarding Lead (DSL)** and **Deputy DSL**.

7. Recording Safeguarding Concerns

- Concerns are recorded **promptly, accurately, and objectively**.
- Records include:
 - Date, time, and location
 - Factual account of observations or disclosures
 - Actions taken and by whom
 - Outcomes and follow-up

Records are completed as soon as possible and escalated in line with safeguarding procedures.

8. Confidentiality and Access

- Access to records is on a **need-to-know basis**.
- Staff only access records relevant to their role.
- Records are not shared without lawful basis or consent, unless safeguarding requires it.

9. Information Sharing

Information is shared:

- In the best interests of the child
- In line with safeguarding duties
- In accordance with UK GDPR and Data Protection Act 2018

Where appropriate, information is shared with:

- Referring schools
- Local Authorities
- Safeguarding partners

All sharing is recorded.

10. Storage and Security

10.1 Paper Records

- Stored in locked cabinets within secure areas
- Access restricted to authorised staff

10.2 Electronic Records

- Stored on password-protected systems

- Access controlled through individual user permissions
- Systems protected by appropriate security measures

11. Retention and Disposal

- Records are retained in line with statutory guidance and Local Authority requirements.
- Safeguarding records are retained until the learner reaches **25 years of age**, unless otherwise advised.
- Records are disposed of securely via:
 - Shredding (paper)
 - Secure deletion (electronic)

A record of disposal is maintained.

12. Transfer of Records

- Where a learner moves provision, records are transferred securely.
- Safeguarding records are transferred **separately** and securely to the receiving DSL.
- Transfers are recorded and confirmed in writing.

13. Roles and Responsibilities

Provision Leadership

- Ensure compliance with record keeping legislation
- Monitor practice and systems

Designated Safeguarding Lead (DSL)

Rhean White – Director

- Oversight of safeguarding records
- Authorises information sharing
- Ensures secure storage and transfer

Deputy Designated Safeguarding Lead (DDSL)

Rena Sparks

- Supports the DSL
- Acts in the DSL's absence

Staff and Tutors

- Maintain accurate records
- Report and record concerns promptly
- Comply with confidentiality requirements

14. Training and Awareness

- Staff receive training on:
 - Data protection
 - Record keeping
 - Safeguarding documentation

Training is refreshed regularly.

15. Monitoring and Review

- Record keeping practices are monitored through audits and safeguarding reviews. •

This policy is reviewed annually or sooner if legislation or LA requirements change.

16. Related Policies

- Safeguarding and Child Protection Policy
- Data Protection Policy
- Confidentiality Policy
- Attendance Policy

- SEND Policy