**TRING STEPPING STONES PRE-SCHOOL**

**Provider Records**

**Record Keeping policy and procedure**

**Policy statement**

We keep records and documentation for the purpose of maintaining our charity. 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 our staff including their name, home address and telephone number.
* Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.

We consider our records as confidential based on the sensitivity of information, such as with employment records. These confidential records are maintained with regard to the framework of the General Data Protection Regulations (2018), further details are given in our Privacy Notice and the Human Rights Act (1998).

This policy and procedure should be read alongside our Privacy notice Confidentiality and Client Access to Records Policy and Information Sharing Policy.

**Procedures**

* All records are the responsibility of our pre-school leaders who ensure they are kept securely.
* All our records are kept in an orderly way in files and filing is kept up-to-date.
* We maintain health care plans for children who require medication to be administered, these are stored in the parent contact details file and are updated by staff.
* Children’s personal files contain other material described as confidential as required, such as Early Herp assessments (EHA), Early Support information or Education, Health and Care Plan (EHCP, case notes including recording of concerns, discussions with parents, and action taken, copies of correspondence and reports from other agencies.
* Ethnicity data is only recorded where parents have identified the ethnicity of their child themselves.
* Staff know how and when to share information effectively if they believe a family may require a particular service to achieve positive outcomes
* Staff know how to share information if they believe a child is in need or at risk of suffering harm.
* The preschool leader will record when and to whom information has been shared, why information was shared and whether consent was given. Where consent has not been given and staff have taken the decision, in line with guidelines, to override the refusal for consent, the decision to do so is recorded.
* We keep records of key workers and their key children, these are displayed on a board in pre-school.
* We keep records of children including their name, address, contact details, allergies and parental permission for things such as taking children on trips and taking photos of the children.
* Our financial records are kept up-to-date for audit purposes and are maintained by our Treasurer, they are stored off site but are available should Ofsted need to inspect them.
* We maintain health and safety records; these include risk assessments, policies and procedures, details of checks or inspections and guidance etc.
* The pre-school leaders maintain records on the 1:1 meetings they have with staff each half term.
* Our chairperson maintains personnel records on staff including staff appraisals, pay and conditions and these are stored off site as they are deemed to be confidential. They are available should Ofsted need to inspect them and can be brought to pre-school.
* Our Ofsted registration certificate is displayed on the display board in the foyer.
* Our Public Liability insurance certificate is displayed on the display board in the foyer.
* All our employment and staff records are kept securely and confidentially.

# Records

The following information and documentation are also held:

* name, address and contact details of the provider and all staff employed on the premises
* name address and contact details of any other person who will regularly be in unsupervised contact with children
* a daily record of all children looked after on the premises, their hours of attendance and their named key person
* certificate of registration displayed and shown to parents on request
* records of risk assessments
* record of complaints

We notify Ofsted of any:

* change in the address of our premises;
* change to our premises which may affect the space available to us or the quality of childcare we provide;
* Change to the provider’s contact information

Change to the person managing pre-school.

* Significant event which is likely to affect any member of staffs suitability to look after children; or
* Any other event as detailed in the *Statutory Framework for the Early Years Foundation Stage* (DfE 2017).

**Legal references**

General Data Protection Regulation 2018

Freedom of Information Act 2000

Human Rights Act 1998

Statutory Framework for the Early Years Foundation Stage (DfE 2023)

Data Protection Act 2018

### Further guidance

Information Sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers. (HMG 2018)

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| This policy was adopted by |  |  |
| On |  |  |
| Date to be reviewed | November 2024 |  |
| Signed on behalf of the provider |  | |
| Name of signatory |  | |
| Role of signatory (e.g. chair, director or owner) |  | |

|  |  |  |
| --- | --- | --- |
| Staff Name | Signature | Date |
| Nicola Poulton |  |  |
| Lucy Brittain |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Jo Davis |  |  |
|  |  |  |
|  |  |  |

Review Jan 2015 – removed Tricia Osborne as data controller

january 16 review- date of complaints investigation record changed to 2015 and Statutory Framework for the Early Years Foundation Stage date changed to 2014

January 2017 – no changes

January 2018- no changes

May 2018 - Genera Data Protection Regulations (GDPR) (2018) and privacy notice

June 2019- no changes

July 2020 – no changes

March 2022 -

Staff know how and when to share information effectively if they believe a family may require a particular service to achieve positive outcomes

Staff know how to share information if they believe a child is in need or at risk of suffering harm.

The preschool leader willl record when and to whom information has been shared, why information was shared and whether consent was given. Where consent has not been given and staff have taken the decision, in line with guidelines, to override the refusal for consent, the decision to do so is recorded.

Children’s personal files contain other material described as confidential as required, such as Common Assessment Framework assessments, Early Support information or Education, Health and Care Plan (EHCP, case notes including recording of concerns, discussions with parents, and action taken, copies of correspondence and reports from other agencies.

Ethnicity data is only recorded where parents have identified the ethnicity of their child themselves.

November 2023 – changed CAF to new terminology EHA (Early Help Assessment). Amended text to leaders and they rather than leader and she. Updated staff list

**Legal references Updated**

General Data Protection Regulation 2018

Freedom of Information Act 2000

Human Rights Act 1998

Statutory Framework for the Early Years Foundation Stage (DfE 2021)

Data Protection Act 2018

### Further guidance

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