



# Spinney Pre-School Record Keeping Policy

## Statement of Intent

In accordance with the Early Years Foundation Stage we will maintain suitable records, policies and procedures as required for the efficient and safe management of the Pre –School and to promote the welfare, care and learning of the children who attend and of the Staff.

- Staff will regularly observe children's development and keep records that help them meet each child's needs. Children's records are openly shared with Parent/Carers and their contributions are valued. These records will include a report which, with Parent/Carers approval, will be passed on to the child's next setting; together with a more visual account of the child's time spent with us which will include written accounts of the child's development. This latter record will be given to the child's Parent/Carers when they leave Spinney Pre-School.
- Any information relating to a child's Special Educational Needs or concerning Child Protection issues will be kept in a separate confidential folder.
- Parent/Carers will be required to complete a Registration Form giving details of the child's name, address and date of birth, plus medical details such as allergies or Special Educational Needs and Disability. The parent/carers contact details will also be recorded together with emergency contacts.
- Discuss children's progress during staff meetings
- When appropriate, we use SEN Support plans that will promote children's development.
- Keep children's individual files and diaries with information about the child's assessment on entry and further progress they make at regular intervals. Formal assessments are usually three times a year; October, February and June.

Parent/Carers are welcome to look at their child's file, although they may be asked by the Keyperson/Supervisor to come at a mutually convenient time to view the file.

## The following records, policies and procedures will be kept:

- Child registration form to include name, address and date of birth of child and details of parents/regular carers.
- A daily record of children, staff and visitors attending and the system for registration.
- A record of accidents and notable incidents occurring on the premises, plus prior parental consent for emergency treatment.
- An administration of medication policy, together with prior parental consent to administer medication and a record of any medication administered.
- Procedures to be followed in the event of a fire, accident or lockdown.
- Procedures to be followed in the event of a parent/carer failing to collect a child or a child being lost.
- Procedures to be followed where a parent/carer has a complaint about the service provided.
- Provide medical details and next of kin, who can be contacted in case of emergency.
- A daily record of attendance will be taken for children, staff and visitors and all accidents/incidents will be recorded in the appropriate book or children's file. In addition a record of any medication administered will be maintained.
- The Pre-School Curriculum Plans will be kept for future reference. The Pre-school Treasurer will ensure that suitable records are maintained pertaining to Employment Legislation e.g. Inland Revenue, copies of staff contracts, etc.
- Records relating to the day to day management of the setting will be kept on the premises.
- A statement on the protection of children and procedures to be followed in the event of an allegation of abuse or neglect.
- Send home a copy of 'What to expect when?' This is guidance to your child's learning and development in the Early Years Foundation Stage. This is then used by Keyperson for your child's starting points

This policy was adopted at a meeting of the Pre School held on (date) \_\_\_\_\_

Signed on behalf of the Pre-School \_\_\_\_\_

In order for Spinney Pre School to comply with some regulations and some recommendations, certain records will be kept for a given period of time. Pre School have opted the following procedures in order to maintain health and safety, every child matters and safe guarding children.

<b>Children's Records</b>	<b>Retention Period</b>	<b>Status</b>	<b>Authority</b>
Children's records – including registers, medication record books and accident books pertaining to the children	Records should be retained for 2 years after the last entry.	Statutory	Early Years Foundation Stage Welfare Requirements (given legal force by Children's Act 2006)
Child Protection 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 cause personal injury up to 3 years after, or deliberately cause 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)
<b>Personal Records</b>	<b>Retention Period</b>	<b>Status</b>	<b>Authority</b>
Personnel files and training records (Including disciplinary records and working time records)	6 years.	Recommendation	Chartered Institute of Personnel and Development
Application forms and interview notes (For unsuccessful Candidates)	1 year	Recommendation	Chartered Institute of Personnel and Development
DBS Check/Disclosure Information	Until the date Ofsted Inspection	Statutory	Disclosure and Barring Service that are the subject to Ofsted inspections are entitled to retain Disclosure certificates until the date of inspection, after which only the following information may be retained and the Disclosures should be securely destroyed in line with the DBS Code of Practice. <ul style="list-style-type: none"> <li>• The date of issue of a Disclosure</li> <li>• The name of the subject</li> <li>• The type of Disclosure requested</li> <li>• The position for which the Disclosure was requested</li> <li>• The unique reference number of the Disclosure</li> <li>• The details of the recruitment decision taken</li> </ul>
<b>Pay</b>	<b>Retention Period</b>	<b>Status</b>	<b>Authority</b>
Wage/Salary records (including overtime, bonuses and expenses)	6 Years	Requirement	Taxes Management Act 1970
Statutory Maternity Pay (SMP) records)	3 Years after the end of the tax year to 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)
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
<b>Health and Safety</b>	<b>Retention Period</b>	<b>Status</b>	<b>Authority</b>
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 accidents involving hazardous substances)	Requirement	Social Security (Claims and Payments) Regulations 1979 (SI 1979/628)
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	Statutory	The Control of Substances Hazardous to Health Regulations (COSHH) 1999 (SI 1999/437)

<b>Health and Safety Continued</b>	<b>Retention Period</b>	<b>Status</b>	<b>Authority</b>
Assessments under Health and Safety Regulations and records of consultations with safety representatives and Committees	Permanently	Recommendation	Chartered Institute of Personnel and Development
<b>Financial Records</b>	<b>Retention Period</b>	<b>Status</b>	<b>Authority</b>
Accounting Records	3 years from the date on which they are made for Private Companies, 6 years for Public Limited companies and 6 years for Charities	Requirement	Section 386 of the Companies Act 2006  Charities Act 1993 and 2006
<b>Administration Records</b>	<b>Retention Period</b>	<b>Status</b>	<b>Authority</b>
Complaints Record Book	At least 10 years from the date of the last record	Statutory	Early Years Foundation Stage Welfare Requirements (given legal force by Childcare Act 2006)
Insurance Liability Documents	40 years from the date of issue	Requirement	The Employer's Liability (Compulsory Insurance) Regulations 1998
Minutes / Minute Books	For at least the existence of the Charity	Recommendation	Chartered Institute of Personnel and Development – CC48 – Charities and meetings

**This policy was adopted at a meeting of the Pre School held on (date) \_\_\_\_\_**

**Signed on behalf of the Pre-School \_\_\_\_\_**