

RECORD KEEPING

Children's and Provider Records

Statement of Intent

There are record keeping systems in place that meet the legal requirements under the Data Protection Act and Human Rights Act.

Our registration number with the ICO (Information Commissioner's Office) is **Z3562551**. This is renewed annually.

Our designated data controller is **Gillian Simpson**

This policy and procedure is taken in conjunction with our Confidentiality and Client Access to Records Policy and Information Sharing Policy.

Procedures

We keep records for the purpose of maintain our business. These include:

- [Records pertaining to our registration
- [Rental documents and other documentation pertaining to amenities, services and goods.
- [Financial records pertaining to income and expenditure (including children's fees and funding). Financial records are kept up-to-date.
- [Risk assessments
- [Staff personal folders
- [Employment records of staff
- [Staff application forms and references
- [Children's development records, including:
 - observations of children in the setting,
 - photographs
 - samples of their work
 - sharing diaries
 - developmental reports

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- [Children's personal records, including
 - Registration forms
 - Admission forms
 - Signed consent forms
 - Correspondence concerning child or family
 - Ongoing record of relevant contact with parents
 - Details of and reports from outside agencies involved with the child's care
 - Observations by staff on any confidential matter involving the child such as developmental concerns or child protection matters
 - Accident records
- [All records are the responsibility of the management who ensure they are kept securely
- [All confidential records are stored in a lockable cabinet on site
- [Any learning diaries taken out to be completed by their keyperson at home are signed in and out.
- [Parents have access, in accordance with our Client Access to records policy, to the files and records of their own children but do not have access to information about any other child.
- [Staff will not discuss personal information given by parents with other members of staff, except where it affects planning for the child's needs.
- [Health and Safety records are maintained; these include risk assessments, details of checks or inspections and guidance.
- [We retain children's records for three years after they have left the setting. These are kept in a secure place
- [Our Ofsted registration certificate is displayed
- [Our Public Liability insurance certificate is displayed
- [All staff, volunteers and students are advised of our confidentiality policy and are required to respect it.

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Signed

Date.....

Review Date.....