



Kingsdown Pre-school Policy for Record Keeping

See also Kingsdown Pre-school Data Retention policy and Privacy Notice

We must keep records as shown in the Early Years Foundation Stage Framework 2021 section 3.69

"Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, the police, social services and Ofsted or the childminder agency with which they are registered, as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met"

At Kingsdown Pre-school these records include:

Accidents

Records of accidents are made as soon as is possible after the accident and parents/carers are requested to sign these the same day on collection of their child

Child's personal registration record

The child's personal record registration sheet will be completed on our online Babysdays portal and a hard copy will be kept in a folder at the setting. These are confidential documents and are only available to senior staff and the child's keyperson.

Existing injuries

These are recorded as soon as the injury is noticed or brought to our attention. Parents/carers are asked to sign these the same day

Keyperson records

Records to support the planning and assessment of the learning and development of the child will be completed by the child's key person. These are shared and discussed with the parent/carer and parents voice and the child's voice is recorded on them

- Intent, implementation and impact forms
- Milestone assessment checks
- Progress check at two years
- Records from other/shared settings

These reports, observations and assessments will also be kept in a locked filing cabinet when Pre-school is not in session. If a key person is working on the records these will be transported in a locked case and will never be left in a car. These records will always be available when the key person is on the pre-school premises

Parents are welcome to take their child's records home for a short period and this can be arranged with your child's key person. A note will be made that these records have gone home and again when they are returned.

Management records

Including monitoring areas of the pre-school

Administration of Medication

Parents/carers must sign in advance of medication being administered at pre-school. Staff and a witness will sign when the medication has been administered and parents/carers will be required to sign to acknowledge this on collection of their child

Nappy/changing

A record is kept when a member of staff changes a nappy, or clothes of a child due to toileting accident. This record is signed by both the member of staff changing and by another staff member who was aware the child was being changed

Safeguarding records*

These are completed if there is a concern about a child. These records are confidential in the pre-school to the Designated Safeguarding Leads

SEND records

These include:

- Targeted and personalised plans and the implementation of them
- Reports from other agencies including Speech and Language Therapists, Specialist Teaching and Learning Service, Paediatricians, Physiotherapists etc

Sleeping child

If a child falls asleep during the session, the time they fell asleep and monitoring of them at least every ten minutes is recorded

Staff records*

Individual staff records including suitability checks as well as supervision and training records

All records are locked in a filing cabinet inside a locked cupboard when Pre-school is not in session.

*These records are kept in a separate locked filing cabinet at all times with access only by the Manager, Designated Safeguarding Lead and Committee Chairperson. Again this cabinet is in a locked cupboard when the Pre-school is not in session

This policy was reviewed by the pre-school on 15 April 2022. It will be reviewed annually or sooner if required

Signed on behalf of the pre-school A.Bridges
Chairperson Kingsdown Pre-school Committee