

## Documentation and record keeping

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. Providers must enable a regular two-way flow of information with parents and/or carers, and between providers, if a child is attending more than one setting. If requested, providers should incorporate parents' and/or carers' comments into children's records

EFYS Statutory Framework, 2021

**In preparing this policy we recognise and comply with the details of General Data Protection Regulation (GDPR). This replaces the Data Protection Act 1998 and strengthens the requirement to be clear and transparent about the use of personal and sensitive data, keep records that are accurate, relevant and up-to-date and ensure all records are kept securely and for no longer than is necessary for the purpose.**

Before a child starts at Little Star Nursery, they will be asked to complete a contract and registration forms, as well as permission forms which covers administering emergency treatment and photo permissions

- Information requested includes details of other agencies that the family may be involved with as well as registered GP and Health Visitor. Continued reluctance or refusal to provide this information may be recorded as suspicious and be reported to Ofsted or Social Services.
- Where there is a current regular, active relationship with other agencies (eg social services, health professionals), the key person will seek to make contact in order to establish an on going inclusive dialogue (please also refer to policies [Sharing Information](#), [Data Protection](#) and [Confidentiality](#))

- All documentation will be kept in a secured cabinet on site for the duration of the child's time at nursery and for a total of 6 years from starting at the setting.
- Any specific on going health care needs will be recorded on a Health Care Plan.

### **Recording and Observations**

- When starting all parents will be explained our method of recording observations and the process of assessment using the online 'Tapestry' programme. Permission will be sought to allow their child to be observed in this way.
- Each child's key person will seek to plan and record child's progress and development through Tapestry observations, employing a heuristic approach, allowing for the child's interests and unique styles of learning.
- Planning and observations will take into account and reflect the 7 Educational Programmes of the EYFS and the learning goals.
- Parents and families are encouraged to participate in these online observations as well as add their own.
- Summative assessments are made and published through Tapestry 3 times a year (at the end of each term) and shared with the parent both on line but as well through parent meetings where the key person, the family and the child can discuss progress, areas of concern and strategies for further future development.
- These assessments are shared with any dual settings and reciprocal sharing is encouraged. Should there be any specific issues in a child's development and they attend a dual setting, the other setting will be contacted for a shared dialogue to be undertaken.
- Where a child has an individual 'My Plan' or other SEN related document (such as individual risk assessments) this will be shared with all other relevant parties who contribute to the child's specific learning needs.
- SEN documents will be retained for 6 years after the child has left the setting.

### **Records of accident and incidents**

- All accidents that occur on site will be recorded on an accident form (either electronically or paper). See also [Health & safety](#) and [accidents/ medication/ sickness](#) policies. These will always be shared with parents except when there are concerns that a child's safety will be at risk if done so (please refer to [safeguarding and child protection](#) policy). Accident forms will be held on the child's file and retained for 6 years after the child has left the setting.
- Pre existing accidents: if a child arrives to nursery with a visible injury the parent will be asked to explain the details of the injury and complete and sign a pre existing injury form. Pre existing injury forms will be held on the child's file for 6 years.
- Medication forms. For a short dose of medication parents will be asked to complete a medication form. These forms will be retained in the child's records for 6 years.
- Incident forms. If a child has been involved in an incident (non child protection) that we need to draw to parent's attention (for example unwanted physical behaviour) an incident form will be completed and shared with the families involved. These will be kept on file for 6 years.
- For incidents of a confidential/ child protection matter, the relevant flow chart forms will be completed. These will be shared with parents except if we feel the immediate safety of the child is in danger.

#### Records of attendance

- Children's attendance will be recorded on daily registers
- If a child is absent for whatever reason, parents are asked to inform the setting as soon as possible. If we have not heard from the parent by 9.30am then the setting will call the family for an explanation of absence.
- Absences will be logged in the absentee registers.
- Registers will be retained for 6 years.

#### Records of complaints

- Please also refer to [complaints policy](#)
- A record of all complaints will be available to view at all time in paper format on the setting and retained for 6 years.

## Confidential records

(see also: [information sharing policy and safeguarding and child protection](#))

- Records will always be shared with parents except when we feel the child is in immediate danger if done so.
- Records of child protection nature will be retained until the child turns 25 years old.

Policy reviewed Sept 2021