



Woodham Mortimer Pre-School
 Woodham Mortimer Village Hall
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 Registered Charity Number: 1060526 DFES / OFSTED Number 650168
 PSLA Membership Number: 20167

RECORD KEEPING

General Welfare Requirement: Documentation

The Pre-School must maintain records, Policies and procedures required for the safe and efficient management of the Pre-School and to meet the needs of the children

5.1 – CHILDREN’S RECORDS POLICY

POLICY STATEMENT

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

EARLY YEARS FOUNDATION STAGE KEY THEMES AND COMMITMENTS

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
1.2 Inclusive practice	2.1 Respecting each other	3.1 Observation, assessment and planning	N/A

PROCEDURES

We keep two kinds of records on the children attending our Pre-Sschool:

Developmental Records

- These include observations of children in the Pre-School, photographs and samples of their work and summary developmental reports
- These are usually kept in the playroom or in a locked filing cabinet and can be freely accessed during session times and contributed to by staff, the child and the child’s parents / carers

Personal Records

- These include registration and admission forms, signed consent forms and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents / carers and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters
- These confidential records are stored in a lockable filing cabinet and are kept secure by the person in charge in an office or other suitably safe place
- 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 / carers with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the Key Person
- We retain children's records for three years after they have left the Pre-School. These are kept in a secure place

Other Records

- Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions
- Students on Pre-School Learning Alliance or other recognised qualifications and training, when they are observing in the Pre-School, are advised of our Confidentiality Policy and are required to respect it

LEGAL FRAMEWORK

- Data Protection Act 1998
- Human Rights Act 1998

FURTHER GUIDANCE

Information Sharing: Practitioners' Guide (DfES 2006)

This Policy was adopted at a meeting of the Woodham Mortimer Pre-School Committee

Date of Meeting

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Next Review Date

January 2011

**Signed on Behalf of Woodham
Mortimer Pre-School**

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Name of Signatory

Kayte Terrett

Role of Signatory

Chairperson – Woodham Mortimer Pre-School Committee