

### Documentation and Information

The preschool recognises the importance of maintaining up to date and accurate records, policies and procedures necessary to operate safely, efficiently and in accordance with the law and OFSTED regulations.

The preschool is also aware of its obligations with regard to the storing and sharing of information under the GDPR 2018, and is committed to complying with its regulations and guidance. The Leader and staff are aware of the implications of the GDPR 2018 in so far as it affects their roles and responsibilities within the setting.

The preschool is committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that the preschool holds on their child. Records and information will be made available to parents/carers on written request unless subject to an exemption. Individuals can withdraw their consent at any time unless retention/sharing of data is superseded by a safeguarding issue. If for any reason a request is going to be refused, then this decision, and an explanation, will be communicated in writing.

The preschool's certificate of registration or any notice of suspension of registration will be displayed on the premises at all times.

### Record Keeping

Ordinarily, information kept on a child will include:

- Birth name (along with any other name the child is known by).
- Date of birth
- Gender
- School attended
- Ethnic background<sup>1\*</sup>
- Religion
- Languages spoken
- Home address and telephone number(s)
- Parents and carers names and addresses
- Parents or carers place of work and contact number(s)
- Name of parent the child normally lives with
- Any other emergency contact names and numbers.
- Family doctor's name, address and telephone number
- Health visitor's name, address and telephone number (if applicable)
- Details of any special health issues (including a special educational needs or physical disability statement)
- Details of any special dietary requirements, allergies and food and drink preferences
- Record of immunisation

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<sup>1\*</sup> This data can be collected on a voluntary basis. The ethnicity of a child should only be recorded if parents have given ethnicity.

- Appropriate records of children's progress and achievements.
- Names of people authorised by parents/carers to collect children.
- Permissions from parents to share information with other agencies eg. Health Visitors.
- Any other information relating to the child deemed by staff or parents/carers to be relevant and significant

Additionally, and in accordance with our policies and procedures, the following records and information will be stored and maintained by the preschool:

- An up to date record of all the staff, students and volunteers who work at the preschool, including their name; address; telephone number; next of kin, qualifications, Criminal Records Bureau check (DBS); references; employment details and any other information (such as their Personal Development Plan) accrued during their time spent working at the preschool.
- A record of any other individuals who reside at, or regularly visit/spend time at the preschool, including their contact details.
- The daily attendance registers, as set out in the Arrivals and Departures policy.
- An up to date waiting list with details of all children waiting for a place at the preschool, as set out in the Documentation and Information policy.
- Records of the activities planned and implemented by the setting, including any off-site visits and outings.
- Records of any medication being held by staff on behalf of children, along with the signed Administration of Medication Form, in the Medication Record Book (in accordance with the Health, Illness and Emergency policy).
- Records of any medication administered to any child, including dates, circumstances and who administered it - this includes self-administered medication.
- Records of signed Emergency Medical Treatment Forms, giving parental authorisation for staff to consent to emergency treatment for children (in accordance with the Health, Illness and Emergency policy).
- A record of the risk assessment clearly stating, when it was carried out, by whom, date of review, and any action following.
- An Inventory Record of all equipment owned or used by the preschool, including safety checks and repairs carried out, (in accordance with the Equipment policy).
- A fully completed and up to date Accident Record Book and Incident Record Book.

- Additionally, a regularly updated version of the admissions list will be kept off the premises, but close by, in case of an emergency, such as a fire.

Information and records held on children will be kept in a locked filing cabinet. The Leader and administrator have overall responsibility for the maintenance and updating of children's records and ensuring that they are accurate. All required records relating to individual children are maintained and retained for three years after children last attended the preschool. This rule will be disregarded where regulations and guidance from Ofsted or other statutory agencies overrides it. Any accident/incident records will be kept until the child turns 21 years. All retention periods are in line with Preschool Learning Alliance guidelines. All paper records will be shredded and any electronic records will be securely deleted at the end of retention periods.

### **Notification of Changes**

The preschool recognises its responsibilities in keeping children, parents/carers, staff and Ofsted informed of any changes to the running or management of the preschool that will directly affect them.

Wherever possible, if changes are to be made affected parties will be given as much warning as possible. In the case of proposed changes that are of considerable scope or importance, the preschool will facilitate consultation with the affected groups or individuals.

In the following cases, it is mandatory for the preschool to inform Ofsted at the earliest possible opportunity – within 14 days after the change occurs:

- Any significant change to the premises.
- Change of premises address where childcare is provided.
- Change in the type of childcare, for example, from after school club to childminding.
- Any change of the registered person's name, address or telephone number.
- Any change in registered person and person in day-to-day charge.
- Any changes that will affect the suitability of the registered person or anyone who cares for children on the premises. For example, committing an offence that would result in disqualification.
- Any incident of food poisoning affecting two or more children in the care of the childcare setting.
- Any serious accident or injury to, or death of any child receiving childcare.
- Any serious accident or injury to, or death of any person on the childcare premises.
- Any allegation of serious harm or abuse of any child committed by a member of staff (whether the offence is committed on or off site).
- Any allegation of serious harm or abuse of any child occurring on the premises and committed by any person (whether they are children, staff, parents or visitors).
- Any significant change to the operational plan of the preschool.
- Any other significant events.



**Confidentiality**

The manager, staff, volunteers and any other individual associated with the running or management of the preschool will respect confidentiality by:

- Not discussing confidential matters about children with other parents/carers.
- Not discussing confidential matters about parents/carers with children or other parents/carers.
- Not discussing confidential information about other staff members.
- Only passing sensitive information, in written or oral form, to relevant people.
- Having knowledge of the GDPR (2018)

In circumstances where staff have good reason to believe that a child is at risk, or is likely to be at risk, of child abuse or neglect, the Safeguarding Children/Child Protection policy will override confidentiality on a 'need to know' basis. Staff failing to show due regard for confidentiality will be liable to disciplinary action under the provisions of the Staff Disciplinary & Grievance Procedures policy.

Signed:  Chairperson