

Documentation and Information

Little Pippins recognises the importance of maintaining up to date and accurate records, policies and procedures. These are necessary to operate safely, efficiently and in accordance with the law.

Little Pippins is also aware of its obligations with regard to the storing and sharing of information under the Data Protection Act 1998, and is committed to complying with its regulations and guidance. The Senior Practice Manager and staff are aware of the implications of the Data Protection Act 1998 in so far as it affects their roles and responsibilities within the setting.

Little Pippins is committed to a policy of openness with parents/carers with regard to its policies and procedures and the information that we hold on their child. Records and information will be made available to parents/carers on written request unless subject to an exemption. If for any reason a request is going to be refused, then this decision, and an explanation, will be communicated in writing.

Record Keeping

Ordinarily, information kept on a child will include:
Personal Records

- Child's full name (along with any other name the child is known by).
- Date of birth.
- Nationality.
- Religion.
- Main language used.
- Home address and telephone number(s).
- Parents' or carers' name and relationship to child
- Parents' or carers' place of work and contact number(s).
- Parents' or carers' email address
- 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) and/or other professionals involved with child.

- Details of any special health issues, additional needs and any medication regularly taken
- Details of any cultural or religious observances
- Details of any special dietary requirements, allergies and food and drink preferences.
- Names of people authorised by parents/carers to collect children.
- Any other information relating to the child deemed by staff or parents/carers to be relevant and significant.

Developmental Records

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- Paper based records are usually kept in the main playroom and can be accessed, and contributed to, by our staff, the child and the child's parents.
- We also use a web based system, Tapestry, to track children's development. The service is hosted on dedicated servers with high security features. Each account has its own database and access is password protected. The Business Manager decides the level of access given to staff and parents. No data or images are stored on the devices used to access Tapestry. A copy of the Tapestry Privacy, Security and Backup Policy held in the office.
- If a child attends another setting, we establish a regular two-way flow of appropriate information with parents and other providers. Where appropriate, we will incorporate comments from other providers, as well as parents and/or carers into the child's records.

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

- An up to date central record of all the staff, students and volunteers who work at the setting, including their name; home address; telephone number; email address; Disclosure and Barring Service (DBS) disclosures; references; employment details, payroll records and any other information (such as their Personal Development Plan) accrued during their time spent working at Little Pippins. Access will be strictly controlled and limited to those who are entitled to see it as part of their duties
- The name, home address and telephone number of the registered person (i.e. Management Committee).

- The name, home address, telephone number and email address of any other individuals who regularly visit/spend time at the setting
- 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 Little Pippins, as set out in the Admissions and Fees Policy.
- Records of the children's funding and fees, any fee reminders or records of disputes about fees
- Records of the activities planned and implemented 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 Records Folder (in accordance with the Health Illness and Emergency policy).
- Signed Child Information & Permissions forms, giving parental authorisation for staff to seek emergency medical advice or treatment for children (in accordance with the Health, Illness and Emergency Policy) and application of sunscreen (in accordance with the Sun Safe Policy).
- An Inventory Record of all equipment owned or used by Little Pippins, including safety checks and repairs carried out, (in accordance with the Equipment and Resources Policy). A copy of the inventory will also be kept off the premises.
- Fully completed and up to date accident/incident record forms for children and staff, and a hazard reporting log.
- Health and Safety records are maintained; these include risk assessments and daily checks.
- A regularly updated version of the registration list with contact names and numbers will also be kept off the premises, but close by, in case of an emergency, such as a fire.
- A mobile phone containing contact names and numbers will be kept securely in the office for use on outings and local visits and in case of an emergency, such as fire.
- A Complaints Log, which includes written record of any complaints received by Little Pippins, as well as any action taken and the outcome of any investigation, will be kept in the office.

- Information and records held on children will be kept in a locked file or cupboard access to which will be restricted to the Senior Practice Manager and her Deputy, Play Leaders and Office Manager.

The Senior Practice Manager has overall responsibility for the maintenance and updating of children's records and ensuring that they are accurate.

All staff, management committee, students and volunteers will be informed of the procedures for keeping documentation and information in the Pre-school.

No confidential personal information relating to children will be taken off-site.

Personal information used for planning, financial records or payroll kept electronically and on transportable devices by an individual, including staff and management committee, will be the responsibility of that individual who will take all steps to keep such information safe including encryption and/or password protection of files.

On resignation of post such information will be transferred to Little Pippins' on-site files and devices such as memory sticks, CD's, personal laptops etc will be deleted of any information pertaining to Little Pippins. This will be the sole responsibility of the individual.

Certain records will be retained for a minimum period of three years:

- The daily record of the names of the children being looked after at the pre-school, their hours of attendance and the names of the persons looking after them.
- Medication Records.

Accident Records and records of any complaints received by Little Pippins are retained for a period of 10 years from the date on which the record was made.

All required records relating to individual children are maintained and retained for one year after children last attended the Pre-school, and until after the next Ofsted inspection. This rule will be disregarded where regulations and guidance from Ofsted or other statutory agencies override it. All other records are retained in line with current guidance/legislation.

Notification of Changes

Little Pippins recognises its responsibilities in keeping children, parents/carers, staff and Ofsted informed in writing of any changes to the running or management of the Pre-school that will directly affect them. (Ofsted telephone number: (0300 123 1231)

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, Little Pippins will facilitate consultation with the affected groups or individuals.

In the following cases, it is mandatory for Little Pippins to inform Ofsted at the earliest possible opportunity:

- Any significant change to the premises.
- A serious illness or accident to staff or the Management Committee.
- The serious illness of a cared for child or a serious accident whilst at the setting.
- The death of a child or member of staff.
- Police or social services involvement with the Management Committee or anyone who is employed on the premises.
- Any significant change to the operational plan of Little Pippins.
- Any allegation of abuse by a member of staff or volunteer or any abuse which is alleged to have taken place on the premises.
- Any other significant events, e.g. anything that adversely affects the smooth running of Little Pippins.

Confidentiality

The Senior Practice Manager, staff, volunteers, committee members and any other individual associated with the running or management of Little Pippins will respect confidentiality in accordance with the Confidentiality Policy.

This policy was adopted at a meeting of Little Pippins Pre-school

Held on: 18th April 2016

Signed on behalf of the Management Committee *Sara Rowley*

Role of signatory: Chair

Review date: 2017

Related Policies

Confidentiality