



Wessex
Learning Trust
We Learn Together!

Early Years: Record Keeping Policy



Date approved by Trust Board: 2022
Review Date: 2025

Wessex Learning Trust Record Keeping Policy

This policy will be reviewed by the Board of Trustees every three years.

A handwritten signature in black ink that reads "Gavin Ball". The signature is written in a cursive style with a large initial 'G'.

Signature:

Name: Mr Gavin Ball

Position: Chief Executive

Date: 01/10/22

A handwritten signature in black ink that reads "Brian Kirkup". The signature is written in a cursive style with a large initial 'B'.

Signature:

Name: Mr Brian Kirkup

Position: Chair of the Board

Date: 01/10/22

1. Introduction

1.1 We have record keeping systems in place for the safe and efficient management of the setting and to meet the needs of the children. These systems meet legal requirements for the storing and sharing of information within the framework of the UK GDPR and the Human Rights Act.

2. Objectives

2.1 Children's records are kept in personal files, divided into appropriate sections, and stored separately from their developmental records.

2.2 Children's personal files contain registration information.

2.3 Children's personal files contain other material described as confidential as required, this may be items such as Common Assessment Framework assessments, Early Support information or Education, Health and Care Plan (EHCP, case notes including recording of concerns, discussions with parents, and action taken, copies of correspondence and reports from other agencies.)

2.4 Ethnicity data is only recorded where parents and carers have identified the ethnicity of their child themselves.

2.5 Confidentiality is maintained by secure storage of files in a locked cabinet with access restricted to those who need to know.

2.6 Staff know how and when to share information effectively if they believe a family may require a particular service to achieve positive outcomes

2.7 Staff know how to share information if they believe a child is in need or at risk of suffering harm.

2.8 Staff record when and to whom information has been shared, why information was shared and whether consent was given. Where consent has not been given and staff have taken the decision, in line with guidelines, to override the refusal for consent, the decision to do so is recorded.

2.9 Guidance and training for staff specifically covers the sharing of information between professions, organisations, and agencies as well as within them, and arrangements for training takes account of the value of multi-agency as well as single agency working.

3. Records

3.1 The following information and documentation are also held by settings:

- Name, address and contact details of all staff employed on the premises.
- A daily record of all children attending the preschool provision, their hours of attendance and their named key person.
- Certificate of registration displayed and shown to parents and carers on request.
- Records of risk assessments.
- Record of complaints – see Wessex Learning Trust Complaints Policy.