



Ladybirds Provider Records Policy (Revised 4th November 2024)

Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.

A Secure Foundation.

Partnership Working.

Equality of Opportunities

Unique Child Positive Partnerships Enabling Environment Learning and Developing

Introduction

At Ladybirds Preschool we keep written information for parent's children, staff and committee members; children's registration details including emergency contact details, an accident book, an incident file, child health monitoring form safeguarding information, fire drill log, nappy changing log, individual children's records, daily register of staff / children / students and volunteers, medication details, learning journey files for each child, complaints file, visitors and collections, books, Staff personal files, staff medical information, committee personal information, accounts records, copies of certificates and emails.

All our systems of data collection are used for the preschools personal use to assist with meeting the safety, well-being, educational and business requirements of the setting.

Our system of observation and record keeping enables us to monitor children's needs and progress on an individual basis. Learning journeys are an open document and we encourage parents to contribute to them and children can access them with their key person during the session. At Ladybirds preschool we ensure that written records are kept in a secure place. These records will be only accessible to the relevant staff, parents, relevant committee members and other agency workers (such as Hampshire county council).

(We keep records and documentation for the purpose of maintaining our business. These include:

- Records pertaining to our registration.
- Landlord/lease documents and other contractual documentation pertaining to amenities, services and goods.
- Financial records pertaining to income and expenditure.
- Risk assessments.
- Employment records of staff including their name, home address and telephone number.
- Names, addresses and telephone numbers of anyone else who is regularly in unsupervised contact with the children.

We consider our records as confidential based on the sensitivity of information, such as with employment records. These confidential records are maintained with regard to the framework of the General Data Protection Regulations (2018), further details are given in our Privacy Notice and the Human Rights Act (1998). Conforming to the Data Protection Act 1998 and Freedom of Information Act 2000.

Procedures

Records will only be available to staff on a 'need to know' basis

- Liaison with outside organisations and professionals will only take place where the parent has given consent unless the well-being of the child is deemed to be at risk
- Online Learning journals will be given to parents when the child leaves the group for them to pass on, if they wish, to the child's next setting
- Where a child-study needs to be completed as part of staff training, the member of staff will obtain permission from the parent before the study commences
- Staff will receive training on how to carry out observations
- All staff will be bound by confidentiality
- The needs and progress of children who have special educational needs are monitored by our groups SENCo, Nicola Mann-Rae who is responsible for writing individual education plans
- Our key person system ensures that each parent and child has a member/s of staff who they can liaise with
- Our parents are encouraged to view the online learning journey
- Work in partnership with other settings the child attends where parents provide consent
- Ensure records are easily accessible and available
- Staff understand the need to protect children's privacy – see confidentiality policy, information is only shared with prior consent with the following:

Health Visitors, Educational Psychologists, family support workers, speech and language therapists, school settings, area InCo, Wiltshire SFYC for funding, Payroll Company, pension company.

Other Related Policies & Procedures

The following policies provide additional information regarding the safeguarding and welfare of the children in our care:

- *Acceptable Use Policy*
- *Administration of Medicines*
- *Admissions*

- *Anti-Bullying*
- *Children's Records Policy*
- *Committee Policy*
- *Complaints*
- *Confidentiality & Client Access Policy*
- *CPD Policy*
- *Critical Incident Policy*
- *Employment & Staffing Policy*
- *E-Safety Policy*
- *EYPP (Early Years Pupil Premium)*
- *Fees, Charges, Non-Payment Policy*
- *Financial Reserves Policy*
- *Fire Safety & Emergency Evacuation Policy*
- *First Aid Policy*
- *Food & Drink Policy*
- *GDPR Policy*
- *Grievance Policy*
- *Health & Safety Policy*
- *Information Sharing Policy*
- *Key Person & Settling Policy*
- *Lockdown Policy*
- *Looked After Children Policy*
- *Managing Children & Staff with Allergies Policy*
- *Medicine Audit*
- *Mobile, Camera & Social Media Policy*
- *Nappy Changing Policy*
- *Operational Plan*
- *Organisation Policy*
- *Outdoor Play Policy*
- *Outings & Visits Policy*

- *Parent Involvement Policy*
- *Parents, Alcohol & Drugs Policy*
- *Photography & Video Policy*
- *Physical Contact & Handling Policy*
- *Prevent & British Values Policy*
- *Positive Behaviour Policy*
- *Recording & Reporting of Accidents & Incidents Policy*
- *Retirement Policy*
- *Risk Assessment Policy*
- *Safeguarding Policy*
- *Security Policy*
- *Special Education Needs & Inclusion Policy*
- *Staff Alcohol & Drugs Policy*
- *Staff Behaviour Policy*
- *Staffing & Volunteers Policy*
- *Student Placement Policy*
- *Suitable Persons Policy*
- *Transfer of Records Policy*
- *Uncollected or Lost Children Policy*
- *Usage, Storage & Retention Policy*
- *Vaccination Policy*
- *Whistleblowing Policy*
- *Working in Partnership Policy*
- *Working from Home*

This policy will be monitored and evaluated at committee meetings. It will be reviewed bi-annually and unless new legislation or an incident occurs which requires an immediate review of this policy

November 2024

Review Date: November 2026

This policy was adopted by the committee on 23/11/2024

Signed: *Jean de Paris* _____

Reviewed Date:

Signature:

Amendments: