

Record Keeping Policy

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This policy is reviewed on an annual basis

Annual Policy reviewed by: Miss Annette Elstob: **September 2021**

Next date of Annual Review: **September 2022**

Signed:



- There are record keeping systems in place at Rolfe's Nursery School that meet legal requirements in line with the Early Years Foundation Stage, GDPR and the Human Rights Act.
- These records are stored appropriately out of general view but available on request when necessary.
- This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing and the Alpha Plus GDPR Policy.

Children's Records

Developmental records

- These include observations of children in the setting, a child's profile and data on our Assessment platforms, photographs, samples of their work, group learning plans, individual learning plans and summary developmental profiles and assessments.
- Tapestry as an assessment platform and be freely accessed and contributed to, by staff, children and each child's parents. Parental permissions will be kept on record.

Personal records

- These include registration forms, terms and conditions & admission forms, signed consent forms, and correspondence concerning each child or family. Reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, 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 cabinet in either the Headmistress' office or in the school office
- All DBS forms and notes regarding safeguarding are stored in a locked cabinet in the head teacher's office.
- Parents have access 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 with other members of staff except when 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 at least three years after they have left the setting. These are kept in an archive library, downstairs in the storage room.

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. All files are kept in a locked file in the Head Teacher's office.

Legal Framework - also kept in school records pertaining to;

- Records pertaining to Ofsted 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 all staff including their name, home address and telephone number.
 - Liability Insurance
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- All in accordance with GDPR, the Data Protection Act 1998 and Human Rights Act 1998.