

## **Record keeping**

### **Policy Statement**

At Aspiring Foundations Federated Nursery Schools there are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act. By efficiently managing records, we will be able to comply with our legal and regulatory obligations and to contribute to the effective overall management of the school. Records provide evidence for protecting the legal rights and interests of the school, and provide evidence for demonstrating performance and accountability, as well as documenting children's progress. This document provides the policy framework through which this effective management can be achieved and audited. It covers:

- **Scope**
- **Responsibilities**
- **Procedures**

### **1 Scope of the policy**

This policy applies to all records created, received or maintained by staff of the school in the course of carrying out its functions.

Records are defined as all those documents which facilitate the business carried out by the school and which are thereafter retained (for a set period – see retention of records policy) to provide evidence of its transactions or activities. These records may be created or received, and then stored, in hard copy or electronically.

### **2 Responsibilities**

The school has a corporate responsibility to maintain its records and record keeping systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Head of the School.

The person responsible for records management in the school will give guidance about good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely way. They will also monitor compliance with this policy by surveying at least annually to check if records are stored securely and can be accessed appropriately.

Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with the school's records management guidelines.

This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

## **Procedures**

We keep two kinds of records on children attending our setting:

### *Developmental records*

- These include observations of children in the setting, photographs, video clips and samples of their work and summary developmental reports.
- These are usually kept in the nursery and can be freely accessed, and contributed to, by staff, the child and the child's parents.
- Assessment data is also held electronically using assessment manager (SIMs), accessible in the main office and on computers allocated for SLT use only – log on and password protected

### *Personal records*

- These include registration and admission forms, signed consent forms, and correspondence concerning the 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.
- Confidential records are stored in a lockable file or cabinet and are kept secure by the office manager / assistant head / head teacher
- Parents have access, in accordance with our Client Access to Records policy, 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 where 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.

### ***Transfer of Records between schools / settings***

When a child leaves Aspiring Foundations all appropriate records for the next school / settings are gathered and sent:

- a) as soon as possible if the child moves during the academic year
- b) at the end of the academic year the child leaves

When children transfer to a Maintained setting a common transfer file, CTF, is sent electronically, using the SIMS system. This contains the child details.

The following information is transferred to all settings:

- Assessment data outlining current attainment and progress within each strand of the 7 Areas of Learning
- And individual overview contributed to by the child, parent and key person
- Any SEN information
- Any safeguarding information- transferred following guidelines set out in the “Halton Protocol for the Transfer of Child Protection Records between Educational Establishments” see [Protocol for the transfer of CP Files Halton 2014-15.pdf](#)

### ***Other records***

- Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
- The site manager is responsible for carrying out and recording all building checks
- All our employment and staff records are kept securely and confidentially.
- Financial records are kept up-to-date for audit purposes. The office manager takes responsibility for these.

Records are retained in line with Halton’s Retention of records policy.

Issues to do with the employment of staff, whether paid or unpaid, remain confidential to the people directly involved with making personnel decisions.

Students / volunteers are advised of our confidentiality policy and are required to respect it.

## **Legal Framework**

- Data Protection Act 2018
- Human Rights Act 1998

## **Related policies**

IT Acceptable Use policy and agreement

Privacy Notice for Staff

Privacy Notice for Pupils and Parents

Document Retention Policy

Code of Conduct

Safeguarding

Assessment

Data Protection incl GDPR

## **Further guidance**

- Information Sharing: Practitioners' Guide (DfES 2018)