



LADYBIRDS
NURSERY

Record Keeping

Children's Records

2021/2022

Policy Statement

At Ladybirds Nursery we have a record keeping system in place that meets the legal requirements. This means that the storing and sharing of this information is in line within the framework of the Data Protection Act and the Human Rights Act.

Through the EYFS we will provide:

Quality and Consistency to ensure that every child makes good progress and no child gets left behind.

A Secure Foundation through planning for the learning and development of each individual child, and assessing and reviewing what they have learned regularly.

Partnership Working between nursery and parents and carers.

Equality of Opportunity and anti-discriminatory practice, ensuring that every child is included and supported.

Procedures

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

Developmental Records

The EYFS specifies requirements for learning and development and for Safeguarding children and promoting their welfare.

The learning and development requirements cover:

- The Areas of Learning and Development which must shape activities and experiences (educational programmes) for all children
- The Early Years Goals that we must help children to work towards.
- Assessment Arrangements for measuring progress and reporting this progress to parents.

The seven areas of Learning and Development are:

Prime Areas

- Communication & Language
- Physical Development
- Personal, Social and Emotional Development

Specific Development

- Literacy
- Mathematics
- Understanding The World
- Expressive Arts and Design



The children's development records are kept on Tapestry



Parents are able to view their child's development on line through their own account




Parents are welcome to contribute to the records and share information about their child whenever they wish to


Progress Check at Age 2


We will review children's progress with a short written summary of their development in the prime areas. The progress check will identify the child's strength and any areas where the progress is less than expected.


Personal Records


 These include registration and admission forms, signed consent forms, parental permission forms, emergency consent forms, signed declaration forms for funding, terms and conditions and any correspondence concerning the child or family.


 We keep records about accidents, incidents and medication.

 These confidential records are stored in a lockable filing cabinet within the office and are kept secure by the manager and deputy in charge. Records are kept for a period of time archived in a locked room.

 Parents/carers have access to these 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/carers with other members of staff, except where it affects planning for the child's needs.

 All information is reviewed at regular intervals to keep it all up to date.

 We retain children's records after they have left the nursery. These are kept in a secure place.

Safeguarding and Welfare Requirements

We are alert to any issues of concern in the child's home life or elsewhere. We have designated lead professionals who will take charge of any concerns and reporting, ensuring that all the information is documented.

Other Records



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

GDPR

We take into consideration the GDPR Policy when keeping records on children, staff and parents.

Policy Issued January 2016

Date to be Reviewed January 2017

Date Reviewed May 2017

Date to be Reviewed May 2018

Date Reviewed May 2018

Date to be Reviewed May 2019

Date Reviewed April 2019

Date to be Reviewed April 2020

Date to be Reviewed April 2020

Date Reviewed June 2020 (additional Covid 19 information)

Date to be Reviewed August 2020

Date Reviewed September 2021 (Covid Information Removed)

Date to be Reviewed September 2022

Date Reviewed December 2021

Date to be Reviewed December 2022

Date Reviewed

The policy will be reviewed sooner than the review date should any new information be obtained.