



## Documentation Policy

### Aim

We keep efficient and effective documentation of records, policies and procedures. This enables us to run Early Years efficiently, complies with national and local legislation and guidelines and ensures the safety, welfare, learning and wellbeing of the children. All policies and procedures are shared with the staff and individual children's records are shared with their parents.

A Unique Child	Positive Relationships	Enabling Environments	Learning and Development
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### Implementation of the policy.

**The Headteacher, Early Years Leader, Senior Management and the Governors must:**

- recognise that the purpose of compiling any documentation is to:
  - meet children's needs
  - put policy into practice
  - keep account of significant data
- maintain necessary documentation relating to:
  - Management
  - Premises
  - Staff
  - Children

A suggested list of the documentation that the setting should maintain is provided later in this policy.
- ensure that documentation is accurate, relevant and succinct.
- develop efficient systems for the management and upkeep of documentation so that the process is not cumbersome or time-consuming.
- keep records stored safely and securely.
- ensure that documentation is accessible for those with authority of access.
- ensure that confidentiality of records is maintained.
- share records about individual children with their parents.
- record the following significant changes and notify the Early Years Childcare Inspector of:
  - Changes to the premises
  - Allegations of abuse
  - Significant events
  - Changes to the overall management and organisation
  - Serious illness or accidents
  - Death of a child or member of staff
  - Police or Social Services involvement.
- implement procedures to transfer children's records to their next setting.
- keep all records until after the next Ofsted Inspection.

- make all documentation available for any Ofsted Inspection.

## **Records to keep on site**

The following specific records must be kept on site:

- the name, home address and date of birth of every child, with the name, home address and telephone number of a parent.
- the name, home address and telephone number of the manager or registered person, all staff, and all persons working with the children.
- procedures to be followed in the event of a fire or accident.
- procedures to be followed if a child is lost or is not collected by a parent.
- procedures for complaints about the setting.
- procedures and arrangements for safeguarding issues.
- registers, accident records and medical records - these should all be kept for two years.

## **Documentation that the setting should maintain**

### **Management**

- Admissions
- Compliments & complaints
- Data protection

### **Premises**

- Planning permission & plans
- Maintenance & repair
- Gas & electrical safety checks

### **Staff**

- Appointments
- Performance Management
- Employment & conditions of service
- Job descriptions
- Roles, responsibilities and rotas
- Staff absence and leave

### **Children**

- Health & Safety Policy
- Behaviour Policy
- Child Protection policy-related procedures
- Special Needs Policy
- Planning, observations & assessments
- Specific requirements - dietary; faith; medical care; family circumstances.)
- Disability Equality Scheme

## Links, References and Regulations

### Links to other policies:

The following is a checklist of the documentation required for each policy:

- Suitable Person
- Organisation
  - Operational plan
  - Procedures for lost or uncollected children
  - Staff/volunteer/committee member information
  - Registration system for children and staff
- Care, Learning and Play
  - Children's activities
- Physical Environment
- Equipment
- Safety
  - Risk assessment
  - Record of visitors
  - Fire safety procedures
  - Fire safety records & certificates
  - Operational procedures for outings
- Health
  - Administration of Medicines Policy
  - Prior parental consent for emergency treatment
  - Accident Record
  - Sick Children Policy
  - No Smoking Policy
- Food and Drink
  - Individual children's dietary needs records
  - Equal Opportunities
  - Equal Opportunities Policy
- Special Needs
- Behaviour
  - Behaviour Management Policy
  - Incident record
- Working in Partnership with Parents and Carers
  - Admissions Policy
  - Complaints procedure
  - Record of complaints

Activities provided for the children

- Child Protection Policy
- Confidentiality policy
- Safety Policy

### **Children Act Regulations relating to our policy:**

Certain records must be kept on the premises and some must be retained for a period of two years.