Developing a Recording of Information Procedure

Providers must maintain records, obtain, and share relevant information (with parents and carers, other professionals working with the child, the police, social services, and Ofsted **– Statutory Framework for the Early Years Foundation Stage 2024 point 3.72 (CM) 3.77 (GP)**

The procedure must include:
Reference needs to be made to storing information under the Data Protection Act 2018 and also the Freedom of Information Act 2000.
The types of information required about the children on entry to the setting (registration form and all about me):

- Name in full
- Date of Birth
- Name and address of **every** parent who is known to the setting and contact numbers.
- Who holds parental responsibility for the child?
- Who the child normally lives with
- Emergency contact numbers
- Ethnic Origin
- Customs and beliefs
- Religion
- First Language spoken.
- Names and contact details of any other professionals working with the child, e.g., health visitor, social worker, speech therapist etc.
- Medical information – allergies and intolerances
- Special health requirements or additional needs.

- What these records are used for and who has access to the Children's records.

- Who within the setting holds the responsibility for ensuring that all records on the children are retained securely and kept updated on a regular basis.

- The types of information required for staff, students and volunteers within the setting, the purpose for having these records and who has the responsibility to gather this information and accessibility.

- How children will be registered into the setting and how this will be maintained throughout the day, who hold the responsibility for taking daily registers and where the daily register is filed. All arrival and departure times of individual children should be included on the daily register.

- The procedure the setting follows should a child be absent, how any absences are recorded, the reasons for the absence and who holds the responsibility for this absence and how is this followed up.

All the various types of information/records that is required by the setting, i.e.
- Accident forms
- Incident forms
- Existing injury forms
- Physical interventions

- Cause for concerns records
- Body maps
- Medication consent forms
- Long Term Health Care Plans
- permission forms
- Trips and outings consent
- Children's personal information
- Staff, volunteers, and student personal information
- Employment information
- Children's observations and assessments
- Individual Education Plans
- Policies and procedures
- Registers for staff and children
- Complaints log
- Staff contracts

The types of information that should be made available to parents/carers, i.e.
- How the EYFS is going to be delivered in the setting and how parents are signposted to websites where they can gain other information
- The types of activities and experiences provided to the children.
- The daily routines of the setting
- How parents can contribute to the learning within the home
- How the setting will provide for children with SEN and disabilities
- The food and drink provided to the children.
- Details of the settings policies and procedures
- The procedure the setting follow should a parent fail to collect their child at the appointed time.
- The procedure the setting follow should a child go missing from the setting.
- The staffing within the setting along with the name of their child's key person
- A telephone number for the parents to contact in an emergency.

The types of information that should be held regarding the provider, i.e.:
- Name, home address and telephone number of the provider and any other person living or employed on the premises (this requirement does not apply to childminders)
- Name, home address and telephone number of anyone else who will regularly be in unsupervised contact with the children attending the early years provision.
- A daily record of the names of the children being cared for on the premises, their hours of attendance and the name of each child's key person.
- Their certificate of registration (which must be displayed at the setting and shown to parents and/or carers on request)

- The procedure that the setting will follow should they need to produce forms in different languages to ensure individual needs of the parents and the setting.

- The settings procedure for confidentiality (Refer to the settings confidentiality procedure).

- The setting will need to include how and where all confidential records are stored, who holds the responsibility for this being done and who has access to these records.

- How the parents/carers are informed of the types of information/records kept on their children and the parent's accessibility to their children's information, the procedure for observation and assessment of children and in what circumstances certain records will not be passed on.

- In what circumstances certain records will be shared with other outside agencies. This should also be for the purpose of supporting a child's transition to another setting/school.

N.B. Where settings keep electronic records on children and families, they must be mindful of their responsibilities under the Data Protection Act 2018. Certain records will result in the setting needing to register with the Information Commissioners Office (ICO). This includes where settings take digital photographs of children – The notification helpline number for the ICO is 0303 123 1113

The procedure should be reviewed:
- At least annually.
- The procedure needs to be signed by the registered person, include reviewed date and the next review due date.
- If any changes are made to the procedure when reviewed the staff and parents need to be informed.

Links to other policies & procedures:
Parents as partners
Confidentiality
Inclusion
Safeguarding Children
Admissions

This information is provided for guidance only. It is your responsibility to ensure that all statutory legal guidance is adhered to. Consideration needs to be given to any changes in legislation subsequent to the production of this information.