**Administration and Record Keeping**

**Records**

**Policy Statement**

At Panda Playgroup we keep records for the purpose of maintaining our business. These include:

* Children’s records
* Provider records; e.g.
* Records pertaining to our 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 staff.

At Panda Playgroup there are record keeping systems in place that meet legal requirements.

Our records are regarded as confidential on the basis of sensitivity of information and these are maintained with regard to the framework of the Data Protection Act and the Human Rights Act.

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

**Children’s records**

**Procedures**

At Panda Playgroup we keep two kinds of records on children attending our setting:

***Developmental records***

* These include observations of children in the setting, photographs, video clips, samples of their work and summary developmental trackers.
* These are kept in a locked filing cabinet or taken home by staff to complete. These must be kept securely by staff members. During the session they may Information is kept on a staff table area in hall during sessions and locked in a filing cabinet afterwards.
* Children’s learning journeys can be taken home by staff to complete and are kept secure until returned to Playgroup.

***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.
* These confidential records are stored in a file in a locked filing cabinet and are kept secure by the Playgroup Leader when in use.
* 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 only discuss personal information given by parents with other members of staff 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.
* We retain children’s records for three years after they have left the setting. These are kept in a locked filing cabinet.

***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.
* Students, when they are observing in the setting, are advised of our confidentiality policy and are required to respect it.

**Provider records**

**Procedures**

* All records are the responsibility of the officers of the management committee who ensure they are kept securely.
* All records are kept in an orderly way in files and filing is kept up-to-date.
* Financial records are kept up-to-date for audit purposes.
* Health and safety records are maintained; these include risk assessments, details of checks or inspections and guidance etc.
* Our Ofsted registration and public liability insurance certificates are displayed.
* All our employment and staff records are kept securely and confidentially.

**This policy was reviewed and updated June 2017**