

EYFS Documentation Policy

A UNIQUE CHILD: 1:2 INCLUSIVE PRACTICE

(supports EYFS 2.2 Parents as Partners)

Rationale

In Queen's we keep efficient and effective documentation of records, policies and procedures. This enables us to run the school 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 in the school and individual children's records are shared with their parents.

Implementation of the policy in Queen's

The senior management team must:

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

A suggested list of the documentation that the school 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.
- store records 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 in the school.

- implement procedures to transfer children's records to their next setting.
- keep all records until after the next Ofsted Inspection (this is a minimum requirement).
- 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 child protection issues.
- registers, accident records and medical records – these should all be kept for two years.

Documentation that the school should maintain

Management

- Admissions
- Compliments & complaints
- Data protection

Premises (Responsibility of Queen's Financial Director)

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

Staff

- Appointments
- Appraisal
- 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.)

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.

References

[DCSF, EYFS September 2008 statutory requirements: Documentation page 38](#)

Review: The Early Years team will review the policy every two years.

Date: February 2010

Signed: