

## Sample Record Keeping Policy

### Statement of Intent

At \_\_\_\_\_ we will maintain all records according to the Child Care (Pre-School Services) (No 2) Regulations 2006 to ensure the health & safety of staff and children, and to promote the learning development of all children attending the service.

### Aims

- We aim to ensure that all records are factual and written impartially.
- Under the *Freedom of Information Act 1997*, parents will have access to all records pertaining to their child.
- Any personal information maintained; relative to families and/or staff, will be done so in line with our obligations to the Data Protection Acts 1988 and 2003
- Staff members will only have access to records of children in their care and will be used to inform staff on how best to meet the needs of each child and plan for further learning .
- The service will only share information with other professionals or agencies, with consent from parents or without their consent in terms of legal responsibility in relation to the welfare of the child.
- Staff follow *Síolta The National Quality Framework for Early Childhood Education guidelines* in relation to various aspects of record keeping within the service.

### Procedures

#### Records Relating to Children

##### *Register of Pre-School Children*

- A register every child attending the service is maintained .(See appendix 1: Register Form)
- The information on the register will be up dated on an ongoing basis.

##### *Health and Safety*

- Records will be maintained in relation to medical administration and accident report forms which will be co signed by parents / guardians and staff.
- Written parental consent is obtained to allow the service to seek medical assistance for a child in case of an emergency.
- Information on children's allergies will be displayed in their play area and in the kitchen so that all staff are aware of allergies.
- The daily arrival and departure time of each child is recorded in the "sign in book" which is situated at the top of the playroom.

##### *Observation, Assessment and Programme Planning*

- Staff use regular observation and assessment as a means of supporting and planning for children's learning and development. Observations and assessments are recorded in the form of written observations and discussion, photos and the use of children's work. These will in turn be shared regularly with staff and parents to ensure a cohesive approach to ensuring the needs of each child are met. (*See assessment for learning policy*)

- A record of the planned programme / activities is clearly documented through short, medium and long term plans. Observations and assessment records are used to inform the

plans and ensure that activities are suitable for the age, stage and interests of children in the service.

- An Individual Educational Plan (IEP) may be used to support the individual needs of children These will be developed in partnership with parents and relevant professionals involved in a child's care.

*Records of each child are available on the premises for inspection by*

- (a) A child's parent or guardian but only in respect of information concerning their child.*
- (b) Staff members with whom the information is relevant*
- (c) An authorised person eg: HSE Pre-school Inspection Team*

*Programme of Care for Babies / Toddlers*

- Daily information will be recorded and shared with parents / guardians outlining settling in periods, 1:1 experiences with key worker, activities carried out, food and drink, nappy changes, sleep etc.

#### **Staff Records**

- A recruitment policy and procedure is in place and written evidence will be kept in relation to recruitment procedures for all staff positions.
- Records outlining the name, position, qualification and experience of each staff member, volunteer and student are maintained.
- Records are kept in relation to all documents and records relating to Garda vetting and references from previous employers for all staff members.
- Written records are kept relating to staff appraisals and supervision.
- The daily arrival, departure and meal break times of each staff member is recorded
- All staff records are strictly confidential (see confidentiality policy).

#### **Records Related to the Running of the Service Include:**

- Details of the maximum number of children catered for at any one time.
- Details of the type of service and age range of children using the service
- Staff/Child ratio's within the service..
- An outline of the type of programme under which the service operates
- Opening hours and fees.
- Policies and procedures currently in place.
- Daily attendance sheet of all children present in the centre.
- Staff roster.
- Details of any accident, injury or incident involving any of the children attending the service.

#### **Fire Safety:**

- A written record will be kept of
  - (a) All fire drills which take place on the premises
  - (b) The number, type and maintenance record of fire fighting equipment and smoke alarms in the premises..

#### **Hygiene:**

- A cleaning programme and schedule for furniture, work and play equipment is in place. (See Appendices 2 and 3).
- Food hygiene practices are guided and recorded under the principles of Hazard Analysis Critical Control Point (HACCP) and the Food Hygiene Regulations 1950 – 89 and the European Communities (Hygiene of Foodstuffs) Regulations 2000.
- Each child has their own linen for use during sleep / rest periods. In cases where cots or mattresses are shared, linen is changed each time it is used. All linen changes are documented.

<b>Date Adopted:</b>	
<b>At Meeting of:</b>	
<b>Signed:</b>	
<b>Reviewed:</b>	