

Information Sharing & Record Keeping

EYFS legal requirement: *“Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, and the police, social services and Ofsted as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met”* Information and Records, EYFS Framework
Pages 26 – 29, Paragraphs 3.66 - 3.72 & 3.75 -3.77

This policy applies to

1. Early Years Register (EYR)
2. Childcare Register (CR) both parts

Policy

A policy is a description of the setting’s aim / commitment. Consider the following information when detailing your policy;

- How do you ensure that any information that you hold is stored securely and is only made available to persons who have a right or professional need to see them?
- How do you share information with parents and/or carers and statutory bodies?
- Describe how you meet your responsibilities under the Data Protection Act 1998 and the Freedom of Information Act 2000

Procedure

A procedure is a description of the way in which a setting goes about a particular activity or process. Consider the following information when detailing your procedures;

Information & Records (General)

- How do you ensure that a regular 2 way of flow of information is maintained between parents/carers and yourself, and other providers if a child is attending more than one setting?

- How do you make sure that records are easily accessible and available whilst ensuring confidential records about staff and children are securely held?
- What are your responsibilities under the Data Protection ACT (DPA) 1998 and the Freedom of Information Act 2000?
- How will you ensure that staff in your setting understand the need to protect the privacy of children in their care?
- How long will you retain records about individual children after they have left the setting?
- What do you need to do if you intend to use digital equipment in your setting?

Information about the child

- What information must you hold on each child in your care and how will this be recorded and stored?
- What daily records will you hold for children in your care?

Information for parents

- How do you provide information to parents/carers that shows how the EYFS is being delivered in your setting? How can they access further information?
- How will you advise parents/carers of the range of activities offered for children and of the daily routines of your setting? How can they share learning at home?
- How do you ensure that parents keep you up to date with any changes of circumstances regarding their child, which could have an effect on the child's wellbeing?
- How do you keep parents/carers up to date with changes that have been made to policies & procedures?
- How will you advise parents about the range of food and drinks you provide?
- What necessary information is given to the parent/carer when their child starts in the setting e.g. staffing structures, key person, and emergency contact number?
- How will you provide parents with access to all the records about their child? (have regard to any relevant exemptions on disclosing information under the Data Protection Act 1998 (DPA))

Information about the Provider

- What information will you hold on any person living or employed on your premises, and any person who will be in regular unsupervised contact with children in your care?
- How will you evidence that you are registered with Ofsted?
- What is your procedure for advising Ofsted of changes within your setting? What changes do you need to notify Ofsted of? e.g. change of address, change in manager/responsible person, change in operating hours, age ranges of children, numbers of children etc.

Date created

Date updated

Related policies: Partnership Working

For more information ...

EYFS Statutory Framework Pages 26 - 29

Requirements for the Childcare Register: Childminders and home child carers
- - Ofsted ref 080161

Requirements for the Childcare Register: Childcare providers on non
domestic or domestic premises – Ofsted ref 080143

Ofsted are the registering, inspecting and enforcing body for childcare, and as such, they alone, have the final say on the suitability of persons, premises and the number of childcare places that can be offered therein. Therefore, any information provided Wigan Local Authority should be used as a guide only.