



**PRIORY SCHOOL**  
EDGBASTON

## **EARLY YEARS RECORD KEEPING POLICY**

### **(STATUTORY)**

<b>Trustee Committee:</b>	Risk & Compliance	
<b>Date Approved:</b>	September 2025	
<b>Next of Review:</b>	September 2028	
<b>Member of Staff Responsible:</b>	Serah Mockbil – EYFS Manager	
<b>Trustee Overseer:</b>	Ms Mattison	
<b>Intended Audience:</b>	Employees, Volunteers, Parents and Visitors	
<b>Relevance:</b>	Whole School	No
	Early Years	Yes
	Preparatory	No
	Seniors	No
<b>Access:</b>	Website	Yes
	Internal	No
	Restricted	No

## Our Mission Statement

**Priory School is a thriving, co-educational independent school founded upon a rich Catholic heritage which welcomes those from all faiths and none.**

**In partnership with parents and guardians we provide a nurturing, family-based ethos, alongside high-standards of teaching and learning, enabling all pupils to achieve their potential.**

**We embrace diversity and interfaith understanding alongside awareness of environmental and global issues, in response to the needs of our time.**

The Governors and staff at Priory School are committed to providing a fully accessible environment which values and includes all pupils, staff, parents and visitors, regardless of their education, physical, sensory, social, spiritual, emotional or cultural needs.

The Governors, staff and pupils are committed to the safeguarding and welfare of pupils and staff.

To meet the needs of our school community, all our policies, including this policy, can be made available on different formats such as different font sizes or styles, colour, or alternate languages.

The Governing Council understands it has responsibility for ensuring the effective oversight of this policy and will assess, evaluate and review as necessary.

## EARLY YEARS RECORD KEEPING POLICY

Here at Priory School, we maintain suitable records, policies and procedures as required for the efficient and safe management of the Early Years department and to promote the welfare, care and learning of the children who attend. Working in partnership with parents enables us to keep our records updated.

### ***Recording and Storing Key Information***

- When a new pupil starts at Priory School, parents will be given various forms to complete, giving personal details such as address, medical information/ history, consents and family information. These forms will be stored in a lockable cabinet and stored for a period of time after a child leaves the setting.
- A daily record of attendance will be taken for children through the use of registers. Accidents and incidents are also recorded and filed away. In addition, a record of any medication administration will also be maintained for the required time.
- Staff will regularly observe children's development and keep records that help them meet each child's needs. These records will include The Early Years Foundation Stage Profile which, will be passed on to the child's next setting; together with a more visual account of the child's time spent with us which will include samples of 'work', photographs and written accounts of the child's development. Children's learning journeys are recorded on Tapestry during their time with us. If a child is to leave, parents will receive an online copy of their child's profile to keep. We will also keep the most updated report of their development in the child's file. All curriculum planning will be kept for future reference, at least until the next OFSTED or ISI inspection.
- Any information relating to a child's Special Educational Needs will be kept in a separate confidential folder in a lockable cabinet in the office.
- Any child protection information will be recorded on CPOMS and relevant staff members will have access to this.
- The Finance Department will ensure that suitable records are maintained pertaining to Employment Legislation e.g. Inland Revenue, copies of staff contracts, etc. Records relating to the day to day management of the setting will be kept on the premises and those relating to employment legislation (e.g. PAYE, staff details, etc) will be kept in the Finance Department.

The Early Years is registered under the Data Protection Act. The following records, policies and procedures will be kept:

- Child registration form and Welcome pack to include name, address and date of birth of child and details of parents/regular carers
- A daily record of children, staff and visitors attending and the system for registration
- A record of accidents and notable incidents occurring on the premises plus prior parental consent for emergency treatment
- An administration of medication policy, together with prior parental consent to administer medication and a record of any medication administered
- Procedures to be followed in the event of a fire or accident and records of fire drills plus certificates relating to fire equipment
- Procedures to be followed in the event of a parent failing to collect a child or a child being lost
- Procedures to be followed where a parent has a complaint about the service provided
- A statement on safeguarding children and procedures to be followed in the event of an allegation of abuse or neglect (see safeguarding policy)
- Information relating to staff, including a record of training
- Curriculum plans and other children's activities
- Risk assessment procedures and action
- Procedures for outings
- Sick child policy
- No smoking policy

## EARLY YEARS RECORD KEEPING POLICY

- Record of children's dietary needs and allergies
- Equal Opportunities policy
- SEND policy
- Behaviour Management policy
- Admissions policy
- Complaints procedure and record of complaints plus action undertaken
- Safeguarding policy
- Staff rotas
- Documents relating to the Registration of The Early Years, insurance details, planning permission, environmental health reports
- Maintenance and cleaning of equipment and premises
- Electrical safety checks
- Other policies relating to the day to day management of the school including confidentiality, health and safety, etc.
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### ***Retention Periods***

Children's records - including registers and medication record books pertaining to the children	Requirement - records should be retained for a reasonable period of time (for example three years) after children have left the provision
Child protection records and Early help records	Until the child reaches the age of 24
Records relating to individual children e.g. care plans, Common Assessment Frameworks, speech and language referral forms	These would usually be passed on to the child's next school or setting. Copies should be kept for a reasonable period e.g. 3 years unless they relate to child protection in which case it would be 24 years
Accidents and pre-existing injuries forms	As best practice and in case anything is relevant to child protection it is recommended these are kept for 24 years.
Records of any reportable death, injury, disease or dangerous occurrence (for children)	Three years after the date the record was made. However, if they are relating to child protection they should be kept for 24 years.
Observation, planning and assessment records of children	As good practice it is recommended that you keep planning since the last inspection so there is a paperwork trail
Personnel files and training records (including disciplinary records and working time records)	Six years after employment ceases
Risk Assessments	There is no set guidance for this, but Citation would say you should keep the assessments for at least three years, just in case there is a claim that needs to be backdated.
Staff accident records	Three years after the date the record was made
Accident/medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry
Complaints log/ records	At least three years from the date of the last record
Visitors/signing in book	No official guidance but would recommend 24 years as part of the child protection trail

## EARLY YEARS RECORD KEEPING POLICY

Minutes/minute books	Permanently
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### ***Monitoring and Review***

The policy is constantly being reviewed to take into account any changes with contacts or procedures and take account of educational initiatives and respond to the future priorities of the school.

This policy will be monitored by the Early Years Manager, who will report to the Deputy Headteacher on its implementation on a regular basis. It will be reviewed by the designated member of the Governing Council