

Pre-school Learning Alliance

Children's Centre

Policies

CC7 Standard Record Keeping and Information Sharing Policy

Aim

In Pre-school Learning Alliance Children's Centres there are record keeping systems in place for the safe and efficient management of the centre and to meet the needs of children and families; that meet legal requirements for the storing and sharing of information within the framework of the Data Protection Act and the Human Rights Act.

'Practitioners need to understand their organisation's position and commitment to information sharing. They need to have confidence in the continued support of their organisation where they have used their professional judgement and shared information professionally.'

Information Sharing: Guidance for practitioners and managers
(DCFS 2008) p 25

Links to Every Child Matters

Being healthy
Staying safe

Objectives

- Electronic records that are maintained by the local authority are kept on all users of children's centre services electronically that are password protected and secure.
- This data is used to track attendance and take-up.
- Parents/carers complete paper registration forms that are inputted onto the database. Registration forms are stored securely.
- Service providers within the centre are responsible for their own records of families attending their services.
- Records on families using services provided by the Alliance in the children's centre may be kept by that service leader.
- Safeguarding records are kept in an A-Z Chronology file which is stored in a locked cabinet in the centre manager's Office.
- Childcare providers based on children's centre premises keep their own records which are kept securely within the nursery premises.
- Confidentiality is maintained by secure storage of all records in a locked cabinet with access restricted to those who need to know. Client access to records is provided for within a specified framework.

- Staff know how and when to share information effectively if they believe a family may require a particular service in order to achieve positive outcomes
- Staff know how to share and record information if they believe a child to be in need or at risk of suffering harm
- Staff record when and to whom information has been shared and whether consent was given. Where consent has not been given and staff have taken the decision, in line with guidelines, to override the refusal for consent, the decision to do so is recorded.
- Guidance and training for staff specifically covers the sharing of information between professions, organisations and agencies as well as within them, and arrangements for training takes account of the importance of multi-agency as well as single agency working
- Staff follow the Procedures for Record Keeping in children's centres.

Records

The following information and documentation is also held:

- name, address and contact details of the children's centre staff employed on the premises
- A record of staff supervision
- a daily record of all activities and services provided within the centre
- records of risk assessments, including those conducted by other agencies providing a service within the centre
- record of complaints
- record of accidents that have happened on the premises
- record of incidents that have happened on the premises (NB this does not include safeguarding concerns which are recorded elsewhere)

Legal references

Data Protection Act 1998

Freedom of information Act 2000

Human Rights Act 1998

Early Years Foundation Stage Statutory Framework Welfare Requirements (2008)

Guidance

Information Sharing: Guidance for practitioners and managers
(DCSF 2008) p 25

<http://www.everychildmatters.gov.uk/files/116ABBC875E8FEE7BC1E03F534A1EFAA.pdf>

The Pre-school Learning Alliance Organisation Guidelines for Information Sharing

Pre-school Learning Alliance CC Policies January 2010: Review date January 2011