



## Record Keeping Policy

Downlands Dandelions keep records and data in line with legal requirements, in a variety of ways –

- Registration documents for all children.
- Registers (child/staff/visitor)
- Accident forms
- Government funding forms
- Children's developmental records
- Welfare and child protection concerns
- Business/financial records
- Staff records

Records are kept in a secure building and access is restricted to those authorised to see them. Information is also stored on Dandelions password protected computer such as children/ staff sickness and staff DBS numbers.

## Tapestry

At Dandelions we use an online learning portfolio called Tapestry. Tapestry allows us to upload photos, videos and observations of each child to their own personal secure folder. One of the advantages of this is that the child's portfolio can be shared with parents and extended family. Tapestry provides an excellent opportunity for us to share information with families about the child's learning, development and their time in Dandelions.

Once parents provide us with an email address we set up an account for the child and an activation email is sent out with full details of how to log in. It is the parent's decision to join Tapestry and receive information about their child over the internet.

When a child leaves Dandelions, the child's Tapestry account is closed or transferred to the new setting.

In Dandelions the staff use iPods and iPads to record information, photographic and video evidence of the children's progress and development. This is done with the parent's permission. The iPods/iPads remain on school grounds at all times and at no time are staff permitted to take them into Dandelions toilet areas or home.

## SEN

SEN (Special Educational Needs) records are held for children in the SEN filing cabinet, accessed only by the SENCO (Special Educational Needs Co-Ordinator) and child's keyworker in order to complete activities to assist their development. This information may be shared with appropriate outside agencies such as Speech and Language or Portage with parent's permission.

## Personal Data

Dandelions holds personal data for the staff including their name, address, emergency aid form and bank details in order for their next of kin to be contacted in case of illness or injury and in order for them to be paid. This information is stored in the staff filing cabinet, only accessed by Dandelions Management.

All confidential information on paper is shredded when it is no longer required.

Confidential information for children and staff is held on the Managers computer, which is password protected and accessible only to the Manager and Deputy Managers such as staff DBS numbers.

## ICO

As required by the Statutory Framework (DfE, 2017), Dandelions is registered with the Information Commissioners Office (ICO).

## References

DfE., 2017. *Statutory framework for the early years foundation stage* [online]. London: Crown Copyright. Available from: [https://www.foundationyears.org.uk/files/2017/03/EYFS\\_STATUTORY\\_FRAMEWORK\\_2017.pdf](https://www.foundationyears.org.uk/files/2017/03/EYFS_STATUTORY_FRAMEWORK_2017.pdf) [Accessed 6th November 2017].

The Foundation Stage Forum Ltd., 2017. *Tapestry Online Learning Journal* [online]. Available from: <https://tapestry.info/> [Accessed 13<sup>th</sup> November 2017].

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