



Record Keeping and Key Working Policy

Staff at Cornerstone Preschool implements a record keeping policy and key working policy in which observations, play plans and /or individual education plans are maintained in order to deliver the curriculum effectively. To comply with the General Data Protection Regulations (2018) we require written permission from parents or guardians before anyone can have access to children's personal files known as **Learning Journeys**.

The child's record-keeping policy is in place for child welfare and child protection which is consistent with the EYFS guidance, which is known to all staff.

In order to keep children safe and provide appropriate care for them, our pre-school requires accurate and up to date information regarding:

- names and contact details of persons with whom the child normally lives
- names and contact details of all persons with parental responsibility (if different from above)
- emergency contact details (if different from above)
- details of any persons authorised to collect the child from pre-school (if different from above)
- any relevant court orders in place including those, which affect any person's access to the child (e.g. Residence Order, Contact Order, Care Order, Injunctions etc.)
- if the child is or has been subject to a child protection or care plan
- name and contact detail of G.P.
- any other factors which may impact on the safety and welfare of the child
- For non-attendance staff need to ask the reason and record them accurately.

The Pre-school will collate, store and agree access to this information. All child protection documents will be retained in a 'Child Protection' file, separate from the child's main file. **The main file will clearly show an alert** that a child protection file exists and the location of this. This child protection file will be locked away and only accessible to the Business Manager/DSL and DDSL. These records will be copied and transferred to any pre-school or setting the child moves to, clearly marked 'Child Protection, Confidential, for attention of Designated Person Child Protection. Original copies will be retained according to Cornerstone Under 5s policy on retention of records.

Every child starting at Cornerstone Preschool is the responsibility of the whole staff team who are dedicated to looking after the best interests of all of our children all of the time. However in addition each child is allocated their own named member of staff, known as the **Key person**.

We allocate a key person before the child starts.

- The key person is responsible for:



- Providing an induction for the family and for settling the child into our setting.
- Completing relevant forms with parents, including consent forms.
- Explaining our policies and procedures to parents with particular focus on policies such as safeguarding and our responsibilities under the Prevent Duty.
- Offering unconditional regard for the child and being non-judgemental.
- Working with the parents to plan and deliver a personalised plan for the child's well-being, care and learning.
- Acting as the key contact for the parents.
- Developmental records and for sharing information on a regular basis with the child's parents to keep those records up-to-date, reflecting the full picture of the child in our setting and at home.
- Having links with other carers involved with the child and co-ordinating the sharing of appropriate information about the child's development with those carers.
- Encouraging positive relationships between children in her/his key group, spending time with them as a group each day.
- We promote the role of the key person as the child's primary carer in our setting, and as the basis for establishing relationships with other adults and children.

The progress check at age two

- The key person carries out the progress check at age two in accordance with any local procedures that are in place and referring to the guidance *A Know How Guide: The EYFS progress check at age two*.
- The progress check aims to review the child's development and ensures that parents have a clear picture of their child's development.
- Within the progress check, the key person will note areas where the child is progressing well and identify areas where progress is less than expected.
- The progress check will describe the actions that will be taken by us to address any developmental concerns (including working with other professionals where appropriate) as agreed with the parent(s).
- The key person will plan activities to meet the child's needs within the setting and will support parents to understand the child's needs in order to enhance their development at home.

Currently the Key Working Coordinator's are: PENNY BUNIAK/HARSHINI WANASUNDERA

Please read and sign below:

I have read, understand and agree to abide by the terms of the Record Keeping and Key Working Policy.

Name:
Signature:
Date:

This policy was agreed at an Under 5s AGM meeting held on.....14/5/2018. (Date)
Signed on behalf of the preschool.....(Chair)