



Uffington Church of England Primary School

'Optimum Solum Satis Est' – 'Only the best is good enough'

Policy on Record Keeping for Children and Parents

Introduction

Uffington Church of England Primary School endeavours to meet the requirement for schools to maintain records, policies and procedures required for the safe and efficient management of the school and to meet the needs of the children.

There are record keeping systems in place that meet legal requirements; means of storing and sharing that information take place within the framework of the Data Protection Act and the Human Rights Act.

This policy and procedure is taken in conjunction with the Confidentiality Policy and our procedures for information sharing.

Children's Records

We keep a range of records on children attending our school:

Early Years Foundation Stage developmental records (Learning Journeys)

These include observations of children and summary developmental reports.

These are kept in the Foundation Stage classroom and can be freely accessed, and contributed to, by staff and the child's parents / carers.

Special Educational Needs records

These include Individual Education Plans, observation notes, reports from outside agencies and correspondence.

These records are stored securely by the Special Educational Needs Co-ordinator (SENCo) and are transferred when a child moves school.

Personal records

These include registration and admission forms, signed consent forms, and correspondence concerning the child or family, reports or minutes from meetings concerning the child from other agencies, an ongoing record of relevant contact with parents, and observations by staff on any confidential matter involving the child, such as developmental concerns or child protection matters.

These confidential records are stored in a lockable cabinet in the school office.

Parents / carers have access, in accordance with our Confidentiality Policy, to the files and records of their own children but do not have access to information about any other child.

Staff will not discuss personal information given by parents / carers with other members of staff, except where it affects planning for the child's needs. Staff induction includes an awareness of the importance of confidentiality in the role of the key person. Equally, volunteers working in school, including students on work placement, are made aware of the importance of confidentiality within their role.

Monitoring and Review

This policy is monitored on a day-to-day basis by the Headteacher, who reports to the Governors about the effectiveness of the policy on request.

December 2014