

Documentation Policy

Aim

In Sidcup Baptist Church Playgroup we keep efficient and effective documentation of records, policies and procedures. This enables us to run the playgroup efficiently, complies with national and local legislation and guidelines and ensures the safety, welfare, learning and wellbeing of the children. All policies and procedures are shared with the staff in the playgroup and individual children's records are shared with their parents.

Implementation of the policy in Sidcup Baptist Church Playgroup

The management committee must:

- recognise that the purpose of compiling any documentation is to:
 - meet children's needs
 - put policy into practice within the playgroup
 - keep account of significant data
- maintain necessary documentation relating to:
 - Management
 - Premises
 - Staff
 - Children
- ensure that documentation is accurate, relevant and succinct.
- develop efficient systems for the management and upkeep of documentation so that the process is not cumbersome or time-consuming.
- keep records stored safely and securely.
- ensure that documentation is accessible for those with authority of access.
- ensure that confidentiality of records is maintained.
- share records about individual children with their parents.
- record the following significant changes and notify Ofsted of:
 - Changes to the premises
 - Allegations of abuse
 - Significant events
 - Changes to the overall management and organisation
 - Serious illness or accidents

Death of a child or member of staff

Police or Social Services involvement in the playgroup.

- implement procedures to transfer children's records to their next setting.
- keep all records until after the next Ofsted Inspection
- make all documentation available for any Ofsted Inspection.

Records to keep on site

The following specific records must be kept on site:

- the name, home address and date of birth of every child, with the name, home address and telephone number of every parent known; which parent(s)/carer(s) the child normally lives with and emergency contact details for them.
- the name, home address and telephone number of the provider, all staff, and all persons working with the children.
- procedures to be followed in the event of a fire or accident.
- procedures to be followed if a child is lost or is not collected by a parent.
- procedures for complaints about the playgroup.
- procedures and arrangements for safeguarding children issues.
- registers, accident records and medical records – these should all be kept for two years.

Documentation that the playgroup should maintain

Management

- Admissions
- Compliments & complaints
- Data protection

Premises (matters relating to the premises are the responsibility of the church)

- Planning permission & plans
- Maintenance & repair
- Gas & electrical safety checks

Staff

- Appointments
- Supervision
- Employment & conditions of service
- Job descriptions
- Roles, responsibilities and rotas
- Staff absence and leave

Children

- Health & Safety Policies
- Behaviour Policy
- Safeguarding Children policy-related procedures
- Special Needs Policy
- Planning, observations & assessments
- Specific requirements – dietary; faith; medical care; family circumstances.

Links, References and Regulations

Links to other policies:

The following is a checklist of the documentation required for each policy:

- Suitable Person (including Procedure for staff appointments, application form, correspondence relating to applications, Employment and Supervision contracts and Job Descriptions)
- Organisation
 - Operational plan (About Sidcup Baptist Church Playgroup)
 - Procedures for lost or uncollected children
 - Staff/volunteer/committee member information
 - Registration system for children and staff
 - Playgroup Constitution, Finance Policy and Church/Playgroup Agreement
- Care, Learning and Play
 - Children's activities
 - Early Learning Goals
- Physical Environment
- Equipment
- Safety
 - Risk assessment
 - Record of visitors
 - Fire safety procedures
 - Fire safety records & certificates
 - Operational procedures for outings
- Health
 - Administration of Medicines Policy
 - Prior parental consent to administer medicines
 - Record of medicines administered
 - Prior parental consent for emergency treatment
 - Accident Record
 - Sick Children Policy

- No Smoking Policy
- Food and Drink
 - Individual children's dietary needs records
 - Allergen Chart
- Equal Opportunities
- Special Needs
 - Written statement about special needs
 - ILD/SEN Support forms
- Behaviour
 - Incident record
 - Physical Intervention Guidance
- Working in Partnership with Parents and Carers
 - Admissions Policy
 - Record of complaints/compliments
 - Activities provided for the children
 - A Guide for Parents (booklet)
 - Parent/Key person meeting info
- Safeguarding Children
 - What To Do If You're Worried A Child Is Being Abused (poster & booklet)
 - Referral Contact Details
 - Bexley Child Protection booklet

Reference to the Early Years Foundation Stage

Providers must maintain records and obtain and share information (with parents and carers, other professionals working with the child, and the police, social services and Ofsted as appropriate) to ensure the safe and efficient management of the setting, and to help ensure the needs of all children are met.

Children Act Regulations relating to our policy:

Certain records must be kept on the premises and some must be retained for a period of two years.

References

Department for Education: Statutory Framework for the Early Years Foundation Stage (2014)

Reviewed and revised March 2016