



John Scottus Pre-School

Record Keeping Policy

This policy will be available to view and examine by all members of the school community: Parents, Staff, Board of Management and Trustees. They will be available for inspection in the Pre-school classroom in Old Conna, Ferndale Rd, Rathmichael, Co Dublin and on our School website.

Child Care Act 1991 (Early Years Services) Regulations 2016 ([Síolta Standard 12: Communication](#) [Síolta Standard 15: Legislation and Regulation](#)) ([National Standard 1: Information](#), [National Standard 3: Working in Partnership with Parents or Guardians](#), [National Standard 4: Records](#), [National Standard 6: Evaluation](#))

Document Title:	Record Keeping Policy
Revision Number:	0
Document Author:	John Scottus Pre-School
Document Approved:	Board of Managemnt
Date the Document is Effective From:	July 2020
Scheduled Review Date:	June 2021
Number of Pages:	2

Statement of Intent:

- We aim to ensure that all records are factual and written impartially.
- Under the *Freedom of Information Act 1997*, parents/guardians will have access to all records pertaining to their child only.

- Staff members will only have access to records of children in their care and will be used to inform staff on how best to meet the needs of each child and plan for further learning.
- The service will only share information with other professionals or agencies, with consent from parents/guardians or without their consent in terms of legal responsibility in relation to a Child Protection issues.
- Staff use the guided approach of *Aistear* and *Síolta, The National Quality Frameworks for Early Childhood Education* in relation to various aspects of record keeping within the service.

Procedure:

The Child Registration form, at a minimum will contain:

1. The name and date of birth of child.
2. The date the child commenced and ceased in the service.
3. Names of parents/guardians/friends that can be contacted.
4. Authorisation to collect the child.
5. Details of illness, disability, allergy and additional needs.
6. The name and telephone number of the child's registered medical practitioner.
7. Record of immunisation.
8. Written parental consent re medical treatment in the event of an emergency.

The Staff file will contain the following, at a minimum:

1. Staff information sheet.
2. Contract of employment.
3. Official ID.
4. References.
5. Qualifications and Training Courses.
6. Garda and Police Vetting.
7. CVs and Job description.
8. Induction, Supervision and Meeting Notes.
9. Disciplinary and Grievance records where appropriate.

We will keep the following operational details, at a minimum:

1. Details of the maximum number of children catered for at any one time.
2. Details of the type of service and age range of children.
3. Staff/child ratio's within the service.
4. An outline of the type of programme under which the service operates.
5. Opening hours and fees.

6. Policies and procedures currently in place.
7. Risk assessments and cleaning schedules.
8. Sleep records.
9. Fire records.
10. Pest Control.
11. Building maintenance including boiler, electrics, alarms etc.
12. Attendance of each child daily.
13. Staff rosters.
14. Details of medication administered.
15. Details of accident, injury or incident.
16. Child observations.
17. Information on support agencies.
18. Copies of complaints.