

# Record Keeping policy

**Reviewed by and Date:** Philippa Vince (July 2022)

**Designated Safeguarding Lead (DSL):** Philippa Vince

## Contact Information

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**The following policy encompasses the Aims and Ethos of Toucan Education**

**Phillipa Vince - CEO**

**Liam Vince - Operations director**

**Amanda Quinn - Manager**

**Stephanie Hodson - Deputy Manager**

**Amy Graham - Safeguarding lead**

## **RECORD-KEEPING POLICY**

Toucan Education needs to create and maintain accurate records in order for it to function. The policy for managing records at Toucan has been drawn up in conformity with legislation and regulations affecting alternative provisions.

In this policy, "record" means identified documents, systems or items of data which contain evidence or information relating to Toucan, its staff or pupils. Some of this material, but not all, will contain personal and special category data concerning individuals.

## **1. Children's records**

A confidential file is kept on each pupil.

We have a mixture of paper and electronic copies of children's paperwork. This consists of registration forms, detailing child and parent information, school and SENDCO details, allergies and medication and permission forms for information sharing and consent for other professionals to work with the child. We also ask parents to fill out social media permission forms to consent for their child's photograph to be shared on Toucan's website or social media accounts. We also ask parents to complete an outing form to allow children to access activities in the local area.

We ask that parents provide copies of any relevant professional report/ assessments to enable Toucan to get a better understanding of the child's educational and social needs and work towards the same goals.

Children who access the hub have school termly update reports highlighting their targets, how they have achieved them and an evaluation of this. This report is sent to parents and school each term and all relevant professionals working with the children. Families are also invited into the hub/ online for a termly meeting to share information on the child's progress which school teachers/ SENDCOs are also invited to.

If any children attend the hub and staff feel they have a safeguarding concern, the member of staff will complete a safeguarding form which includes a body map to identify any marks/ injuries that the child has sustained either at home or the hub and this is shared with the relevant professionals/ safeguarding lead. Please refer to the safeguarding policy.

Children who access our forest school or community work, staff record their observations and child's overall day via an electronic form.

Our safeguarding lead has access to all children's daily records to ensure information is available regarding the child's well-being and safety.

The safeguarding lead also has a separate confidential file where all records of case recordings are saved. This can be conversations between parents and professionals about either academic or pastoral issues relating to the child or any home visits/ safeguarding meetings attended and outcomes/ issues that need to be shared with Toucan teaching staff.

Our records will have details of parents/ carers who have parental responsibility for the child on file and any court orders affecting parental responsibility or the care of the child.

We also hold an attendance record form for the children that access our provision and staff will contact the main school and parents to notify them of a child's absence.

## **2. PUPILS WITH SPECIAL EDUCATIONAL, WELFARE OR MEDICAL NEEDS**

As we are an alternative provision, all children have additional needs whether this is diagnosed or in the process of diagnosis. We ask for copies of Education Health Care Plans/ support plans before we make proposals to the authority to what level of support can be offered to the child. The information regarding children who attend Toucan are made available to those staff who need to know that information.

## **3. MEDICAL RECORDS**

Prior to children starting we must receive signed consent/ registration forms from parents carers which provides consent for staff to administer medication if required and any dietary/ allergy information relevant to that child. Only staff who are first trained can administer medication. Please refer to our medication policy for further information.

There is an electronic form that staff are to fill out if there is an accident or injury to any staff/ child on or off site.

We have an electronic medication form which staff are to fill out whenever they administer prescribed medication to a child please refer to our medication policy which explains the content of this form in further detail.

Any staff that are working with the children must read the child's registration form and relevant paperwork to ensure they are aware of any health needs that the child has. We also have a spreadsheet of all children who access support from the provision and this spreadsheet has a column specifically for health needs/ allergies etc as a flagging system so staff are aware and can obtain further information if/ when required.

## **4. SAFEGUARDING FILES**

Toucan records of child protection are saved in a designated system accessible to the CEO, management and Safeguarding Lead. This file is only shared with staff who work with the child and information is shared on a need to know basis.

When a child leaves Toucan, the files are kept in accordance with the data protection guidance and procedures, please refer to our privacy policy.

Information is shared with schools that the children attend and if the child transfers schools whilst accessing support from Toucan, we would follow our induction procedures and ensure the new school visits our setting and that our paperwork is updated with new school details/ sendco lead etc.

## **5. OTHER PROFESSIONAL RECORDS**

Other professional records such as reports from schools/ EHCPs etc are stored in accordance with guidance from the Data Protection Act and are stored securely for what is deemed as a reasonable period and will be disposed of accordingly.

## **6. FINANCIAL RECORDS**

We are a private company and our CEO/ operations director will retain our own financial records and follow HMRC guidance and procedures and have an audit trail of income/ expenses.

## **7. ACCESS BY STAFF**

Teaching and operational staff are able to access Toucan's shared drive and electronic recording system where it is necessary for their role. Teaching staff may also consult paper records held, as necessary. Access to safeguarding records is restricted to CEO, management and safeguarding lead and any staff working directly with the child.

## **8. DATA PROTECTION/PRIVACY NOTICE**

Parents accept a place for their child at Toucan in the knowledge that data about pupils and their parents will be collected periodically and stored and processed in order to allow for the efficient operation of the provision in line with the Data Protection Act (as amended or superseded).

## **9. ACCESS BY PARENTS AND PUPILS**

Toucan Education's Data Protection / Privacy Notices describe its duties and obligations under the Data Protection Act (as amended or superseded)

If anyone wishes to access records or have any questions about the information we have on file regarding them, they can refer to our website for further information on:

<https://toucaneducation.com/documentation/terms-and-conditions/privacy-policy/>

## **10. STAFF TRAINING**

New staff are given training regarding data protection and accessing and managing Toucan records as part of their induction to Toucan. Staff are provided with ongoing guidance and training updates regarding data protection, in particular the security of personal and special category data.

## **11. RECORDS OF PAST CHILDREN AND TOUCAN SCHOOL ARCHIVE**

We will continue to follow the GDPR and Data Protection guidelines. Please refer to points 4,5,and 6.

## **12. STAFF RECORDS**

Toucan Education maintains records of personnel relating to employees' qualifications, experience, length of service, salary levels, medical questionnaire, disciplinary notes, grievance notes, right to work in the UK and all other required statutory documentation. All documentation is in a secure staff file. All material is kept securely after employment has finished so that references can be written.

Access to staff records is available only to those where it is necessary for their role, including the CEO, Payroll and Line Managers where applicable (e.g. training records, DBS etc).

## **13. DISPOSAL**

Toucan Education ensures appropriate and secure disposal and / or deletion of special category, personal and / or confidential information.

Special category and / or personal data held in paper form must be shredded via the confidential shredding service when no longer required. Any individual member of staff who produces any hard copy documents (including photocopying) that contain personal data is responsible for ensuring secure storage and / or disposal.

Electronic files must be securely deleted by the appropriate method for the location of the electronic record.

Staff are required to manage their download files either by deleting the files once they have been viewed and are no longer needed or visiting their download folder once a month and deleting files no longer required.