



HOLY TRINITY ENNISKILLEN

Pre-School Policy on the Management of Records

Policy approved by Board of Governors

Dated

Signed

Review Date

HOLY TRINITY PRESCHOOL

Holy Trinity Preschool retain a number of records which relate to children attending the service, data regarding parental contacts, medical information. and staff records.

At all times staff ensure that the records which are maintained are designed to meet the needs of the service provided and are maintained only for the purpose for which they are created. An indication of the type of records maintained is as follows:

Parents: Data is held regarding addresses/telephone contacts, permission provided information of a child protection nature.

Children: Data is held regarding educational progress, special needs/ specific requirements, medical information, attendance etc.

Staff: Data is held regarding recruitment, vetting, attendance, salaries, disciplinary matters etc.

All of this information is maintained securely, with the level of access to information varying: with some information available to all staff and some specific to the Preschool Leader/Principal/ Board of Governors.

The information is maintained in a manner which provides access as required. Information is only retained for as long as is required. All records relating to the child are available for parents to access at reasonable notice.

In order to recall accurately the children's performance and to plan accordingly, it is necessary to keep confidential, systematic records for each child. These are completed by Preschool staff having observed the children as they play and engage in other activities

The Records provide information for:

Preschool Staff

To give them a better understanding of the needs of each child and to enable them to plan a relevant programme. Leaders also use these records to help them evaluate the curriculum and assess the Preschool environment.

Parents

Records will be used as a baseline for discussion with parents about their child's

progress and to support the parents with strategies to help their child's development if appropriate.

Primary One Teacher

To enable them to provide a programme which will ensure continuity of learning and progression in the school to which the children are transferring.

Principal, SENCO, Educational Psychologist or any other outside agency.

To assist them in an early identification of children with special Educational Needs.

Computerised Records

Any material held on computer relating to the children is held in computers requiring password access which is only available to appropriate staff members.

Destruction of Records

When the children cease to access the service all records relating to the children are reviewed. At this point the majority of information will be destroyed or returned to parents. Information relating to H&S, accidents etc. will be retained for the required period of time. Educational records will, with parental permission, be passed on to the school to which the child is transferring.